



Information according to Art. 13 General Data Protection Regulation (GDPR)

Study application

The protection of your personal data is a major concern of the University of Freiburg (UFR) and we would like you to be fully informed about the processing of your personal data.

We process your personal data (hereinafter referred to as “data”) in accordance with legal requirements and do so in a transparent manner. In the following data protection information, we explain to you to what extent data is processed in connection with your application, for what purposes and on what legal basis this takes place. You will also receive information about contact persons and your rights.

Person responsible in the sense of data protection law

University of Freiburg

Legally represented by the Rector
Prof. Dr. Kerstin Krieglstein
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Responsible internal office

Service Center Studium
Sedanstr. 6, 79098 Freiburg
studium@uni-freiburg.de

Data Protection Officer

University of Freiburg Data protection officer

Friedrichstraße 39
79098 Freiburg
datenschutzbeauftragter@uni-freiburg.de



Description of the processing activity and purpose of the data processing

The UFR operates this portal to enable you to apply online for a course of study and to carry out the admission and enrolment procedure. If you would like to apply for a place at the UFR, you must have an application identity at the UFR. This requires you to register via this portal. You must also provide the data required for the application, admission and enrollment process. The processing of the data marked with an asterisk is necessary for the creation of the application identity and the application.



If a student application is successful and enrolment takes place, the data required to complete the degree or doctorate will be processed further in the course of enrolment and for further student or doctoral administration. This also includes the e-mail address you entered during registration. This is stored in the UFR campus management system and used to reset the password for application accounts via HISinOne or student accounts via myAccount. You can update this address at any time during your studies.

Voluntary information and revocation instructions

The input fields not marked as mandatory are used to request voluntary information to facilitate the processing of the application. The indication of an academic degree or title serves to formulate a correct form of address. Providing telephone contact details enables the UFR to contact you quickly in order to complete incomplete information, for example. UFR processes voluntary information on the basis of your consent, which you declare by entering it in the data fields.



If you have given us your consent to process your data, you have the right to withdraw your consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal. You can also withdraw your consent for the processing of individual data. Please send your revocation to: datenschutz@uni-freiburg.de

In the event of revocation, the data concerned may no longer be processed in the future and must be deleted immediately, unless the processing is permitted on another legal basis, e.g. to fulfill the tasks of the university in accordance with the State Higher Education Act.

In the event that you do not give your consent, do not provide any information or revoke your consent, you will not suffer any disadvantages. The provision of voluntary information is not mandatory and therefore has no effect on your chances of success in the application process.

If consent is not withdrawn, it is generally valid for an unlimited period of time.

Legal basis for data processing

Pursuant to Art. 6 para. 1 subpara. 1 lit. e in conjunction with. para. 3 sentence 1 lit. b GDPR i.V.m. § Section 12 (6) sentence 2 and sentence 4 of the Baden-Württemberg Higher Education Act (Landeshochschulgesetz - LHG), applicants and doctoral candidates are obliged to provide the data that the university needs to process in order to carry out the application procedure or the doctorate.

Further legal bases for data processing are in particular

- Art. 6 para. 1 subpara. 1 lit. e in conjunction with. para. 3 sentence 1 lit. b GDPR in conjunction with the relevant provisions of the LHG, in particular §§ 2, 5 para. 4 and para. 5, 12 para. 1 sentence 1, para. 2 no. 1 lit. a, para. 6 sentence 6, para. 8, 43, 58 to 60 LHG in conjunction with the relevant statutes of the University of Freiburg, in particular

- the statutes of the University of Freiburg on the obligation to provide data,

- the admission and matriculation regulations

- the study and examination regulations of the UFR and



- the statutes of the University of Freiburg on supplementary regulations for admission statutes, study and examination regulations, doctoral regulations and habilitation regulations, and

- the doctoral regulations of the UFR. Art. 6 para. 1 sentence 1 lit. c GDPR in conjunction with para. 3 sentence 1 lit. b in conjunction with. Act on Statistics for Higher Education and for Universities of Cooperative Education,

- Art. 6 para. 1 sentence 1 lit. c GDPR in conjunction with para. 3 sentence 1 lit. b in conjunction with. § Section 6 (1) and (2) of the Act on the Promotion of Electronic Administration in the State of Baden-Württemberg (E-Government Act Baden-Württemberg - EGovG BW i.V.m. Section 3.1.2 VwV E-File,

- Art. 6 para. 1 sentence 1 lit. c GDPR in conjunction with para. 3 sentence 1 lit. b in conjunction with. Law on the maintenance and use of archive records (Landesarchivgesetz - LArchG),

- other legal requirements, insofar as these contain a legal obligation to process data or stipulate that data processing is necessary to fulfill the tasks of the university,

- Art. 6 para. 1 subpara. 1 lit. a, Art. 7 GDPR, insofar as you have given us your (express) consent to process your personal data in individual cases. If you provide UFR with voluntary or

optional information, we generally assume that you have given us your (express) consent to process this data and process the data on this basis.

- - Art. 6 para. 1 subpara. 1 lit. e i.V.m. para. 3 sentence 1 lit. b GDPR i.V.m. § Section 4 of the State Data Protection Act.

Storage duration or criteria for determining the duration

The data will be deleted if processing is no longer required for the above-mentioned purposes.

If the application identity is not used for an application, if the application is unsuccessful or if there is no enrolment for any other reason, the data will be deleted from the application portal as part of the semester clean-up after the application procedure has been completed. Otherwise, the data will generally be deleted 20 months after receipt of the application.

Insofar as the contact details and external progress data of former applicants are processed as part of quality management and evaluations, the data of former applicants who have not accepted an enrolment offered to them will be deleted at the latest by the end of the semester following the semester in which the application was submitted.



If necessary, the applicant's data will be taken over by the responsible university archive and generally kept there indefinitely.

If a student application is successful and enrolment takes place, the data required for the course of study or doctorate will be processed in the course of enrolment and for further student or doctoral administration. Deletion will then take place at the earliest after the end of membership or de-registration, unless there are specific legal or statutory documentation and retention obligations or further data processing is necessary for the assertion, exercise or defense of legal claims. Further exceptions may result from Art. 17 para. 3 GDPR if the relevant requirements are met.

If the data processing is based on your consent, the data will generally be processed for the purpose of carrying out the application procedure, studies or doctorate until you revoke your consent.

Categories of recipients

Employees of the UFR who process the data as part of their official duties. These are in particular employees of the Service Center Studies, Campus Management and the departments of the faculties responsible for applications.



Furthermore, in accordance with archiving regulations, all UFR documents must be offered to the University Archives before they are deleted. The archive decides on a case-by-case basis which documents will be accepted.

Other recipients are only considered in the event that we are legally obliged to pass them on.

Your rights as a data subject



You have the right to obtain information from the University of Freiburg about the personal data processed about you (Art. 15 GDPR).



You have the right to have incorrectly stored data corrected or completed (Art. 16 GDPR).



Under certain conditions, you have the right to erasure of your data (Art. 17 GDPR).



Under certain conditions, you have the right to restrict processing (Art. 18 GDPR)



Under certain conditions, you have the right to data portability (Art. 20 GDPR).



You have the right to lodge a complaint with a supervisory authority if you believe that the processing of personal data concerning you is in breach of the law. Such a supervisory authority is, for example, the State Commissioner for Data Protection and Freedom of Information Baden-Württemberg, e-mail poststelle@ldi.bwl.de (<https://www.baden-wuerttemberg.datenschutz.de/>).

Information on the objection pursuant to Art. 21 (1) GDPR



You have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you which is based on point (e) and (f) of Article 6(1) GDPR.

Contact

If you have any questions about the processing of your data or would like to assert your rights as a data subject against the University of Freiburg, please contact datenschutz@uni-freiburg.de.

Additional notes

Please also note the data protection information in the footer of our website.