

Information according to Art. 13/14 Data Protection Regulation (DSGVO)**Enrolment, studies, doctorate**

The protection of your personal data is a major concern of the University of Freiburg and we want 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 the legal requirements and do so in a transparent manner. The following information explains what data is processed, for what purposes and on what legal basis. In addition, you will receive information about contact persons and your rights.

Pursuant to § 60 and § 38 Paragraph 5 of the Law on Universities in Baden-Württemberg (Landeshochschulgesetz – LHG), enrolment as a student (matriculation) in a degree programme or a combination of partial degree programmes provided for in examination regulations and, under certain conditions, in preparatory studies or for the purpose of a research stay or on the basis of acceptance as a doctoral candidate.

In the event of a successful application, the personal data from your application that is required for the commencement and implementation of the study programme/doctorate will be transferred within the framework of enrolment. Further data will be collected or generated during enrolment and in the course of your studies/doctorate. The processing of your data is necessary for the purpose of your enrolment as well as for the implementation of your studies/doctorate at the University of Freiburg. In addition, we process your data on a voluntary basis in individual cases.

1. Person responsible in the sense of data protection law**University of Freiburg**

Friedrichstraße 39, 79098 Freiburg
0761/203-0; info@uni-freiburg.de

2. Data Protection Officer**University of Freiburg****The Data Protection Officer**

Friedrichstraße 39, 79098 Freiburg
datenschutzbeauftragter@uni-freiburg.de

3. Description of the processing activity and purposes of the data processing

This includes in particular the following processing activities and purposes:

1. creation of data records, in particular in the University's student administration system,
2. creation and use of accounts (e.g. UniAccount),
3. processing of notifications and applications (e.g. for enrolment, change of degree programme or subject or change of degree programme combination, change of place of study, deferment, waiver or refund of tuition fees, leave of absence),
4. creation and administration of a student ID card (UniCard),
5. issuing enrolment certificates,
6. charging fees in connection with enrolment and re-registration (e.g. semester fees, tuition fees),
7. study organisation (e.g. enrolment in and implementation of courses, lectures, seminars, excursions, internships),
8. examination administration (e.g. organisation, implementation, result administration and notification, preparation and transmission of attendance and performance records and certificates),
9. use of university services, systems and facilities (e.g. lending of media, use of IT systems, in particular student administration systems, e-learning systems, video conferencing systems),
10. information about university dates, requirements, events and offers,
11. conducting and participating in elections, in particular compiling electoral rolls,
12. internal university communication,
13. student counselling,
14. awarding and implementing scholarships,

15. carrying out quality assurance measures and evaluations,
16. implementation of student exchange programmes and mobility measures,
17. registration for and participation in events organised by the Centre for Key Qualifications (ZFS),
18. registration for and participation in language courses of the Language Teaching Institute (SLI), Studium generale as well as general university sports (AHS),
19. participation within the framework of self-administration.

Further processing purposes

1. communication, press and public relations,
2. competitions and prize competitions,
3. supervisory and control powers (e.g. auditing, internal audit, data protection officer),
4. statistical evaluations, organisational analyses,
5. archiving purposes,
6. fulfilment of legal documentation/reporting/reporting obligations.

4. Legal basis for data processing

1. art. 6 para. 1 subpara. 1 lit. e i.V.m. Para. 3 DSGVO in conjunction with. §§ 2, 5 para. 4 and 5, 6, 12, 9, 10, 10a, 28, 29 to 39, 42 para. 2, 43, 58 to 63 LHG i.V.m.

a. of the statutes of the University of Freiburg on the obligation to provide data,

b. in conjunction with the statutes of the School of Education "FACE", a joint institution of the University of Freiburg, the Freiburg University of Education and the Freiburg University of Music in conjunction with § 6 of the LHG. § 6 of the State Data Protection Act in conjunction with the statutes of the Freiburg University of Education on the obligation to provide personal data and on the processing of personal data to fulfil the tasks of the university,

c. in conjunction with the statutes of the Freiburg Research and Teaching Centre for Music, a joint institution of the University of Freiburg and the Freiburg University of Music (FZM) in conjunction with § 6 of the State Data Protection Act. § 6 of the State Data Protection Act in conjunction with the statutes of the Freiburg University of Music on the obligation to provide personal data and on the processing of personal data in order to fulfil the tasks of the university,

d. the statutes of the University of Freiburg on internal quality assurance and quality development for the area of study and teaching,

e. the Admission and Enrolment Regulations, the Study and Examination Regulations and the Corona Statutes of the University of Freiburg,

f. the doctoral regulations of the University of Freiburg,

g. the administrative and user regulations of the facilities of the University of Freiburg,

h. the election regulations of the University of Freiburg,

2. the Act on Statistics for Higher Education and for Universities of Cooperative Education,

3. art. 6 para. 1 subpara. 1 lit. c in conjunction with. Para. 3 DSGVO in conjunction with. § Section 199a (7) of the Fifth Book of the German Social Code (SGB) - Statutory Health Insurance,

4. law on the care and use of archival records (Landesarchivgesetz – LArchG),

5. other legal requirements, insofar as these contain a legal obligation to process data or stipulate that data processing is necessary to fulfil the tasks of the University,

6. Art. 6 para. 1 subpara. 1 lit. a, Art. 7 DSGVO, insofar as you have given us your (explicit) consent to process your personal data in individual cases. If you provide the University with voluntary or optional information, we generally assume that you have given us your (explicit) consent to process this data and process the data on this basis.

Cancellation policy in the event of consent to data processing

If you have given us consent to process your data, you have the right to revoke your consent at any time, whereby the lawfulness of the processing carried out on the basis of the consent up to the revocation is not affected. You may also revoke your consent for the processing of individual data. In the event of revocation, the data concerned may no longer be processed in the future and must be deleted immediately, unless processing is permitted on the basis of another legal basis.

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.

In the case of printed works, consent can no longer be revoked once the print order has been placed. Further use of the printed works produced is permitted until the time of revocation. In the case of a new edition, the data concerned will not appear again in the printed matter concerned.

Insofar as the consent is not revoked, it shall be valid for an unlimited period of time.

5. Duration of storage or criteria for determining the duration

Your data will only be processed or stored for as long as is necessary for the above-mentioned purposes. Unless longer storage or retention is necessary for the assertion, exercise or defence of legal claims or is required by law.

The duration of the processing of your personal data by the University of Freiburg is generally governed by § 12 Para. 8 LHG.

According to this, at the request of graduates, certain data must be kept for a period of 50 years in order to be able to issue replacement documents for them if necessary. All other data must be deleted immediately after exmatriculation. Exceptions apply if an examination procedure has not yet been completed. Furthermore, the provisions of the State Archives Act on the obligation to provide records as well as other legal or statutory documentation and storage obligations, in particular according to the study and examination regulations of the university, remain unaffected.

According to § 8 para. 2 in conjunction with §§ 3 and 2 LArchG, all documents of the university that are no longer required for the fulfilment of its tasks are to be offered to the university archives for transfer. In consultation with the offering institution, the archive decides on the acquisition of documents that are of historical value and processes the acquired documents according to the archival regulations. Documents which have no permanent value are to be destroyed if there is no reason to assume that the destruction would impair the interests of the person concerned which are worthy of protection.

According to the regulations in the study and examination regulations of the University of Freiburg for the degree programme Bachelor of Science (B.Sc.), Bachelor of Arts (B.A.), Master of Science (M.Sc.), Master of Arts (M.A.), Master of Education for the teaching profession Gymnasium, the complete examination files are kept for at least five years. The basic file, which consists of copies of the Bachelor's degree certificate, the transcript of records, the transcript of records and the Diploma Supplement, is kept indefinitely; it may be kept in electronic form.

In addition to this, the University of Freiburg may store and use certain personal data to maintain contact with its graduates in accordance with § 12 Paragraph 1 Sentence 2 LHG, provided that they do not object ("Alumni work").

According to § 5 Paragraph 4 Sentence 1 LHG, the University of Freiburg may store and use the contact data as well as the external history data of its former applicants who have been granted admission, its former members and relatives as well as its former doctoral candidates, insofar as and as long as this is necessary for surveys for the realisation of the legally prescribed purposes within the framework of quality management as well as evaluations and the persons concerned do not object. Participation in surveys of current and former students for the purpose of evaluation or quality management is on a voluntary basis. In addition to the LHG, the legal basis for this is the statutes of the University of Freiburg on internal quality assurance and quality development for the area of study and teaching, as amended from time to time.

For the purposes of financial accounting and in the area of the university treasury, personal data may be deleted after expiry of the statutory retention periods, which result in particular from the Baden-Württemberg State Budget Code (LHO), the German Commercial Code (HGB) and the German Fiscal Code (AO). The storage periods are up to 10 years according to these regulations, according to the LHO for vouchers usually 6 years and for accounting, cash and organisational documents 10 years.

In order for students to still be able to access selected services (e.g. retrieve exam results) after exmatriculation, the accounts are not deleted immediately upon exmatriculation. As a former student, you still have a so-called "estudent account". In the event of exmatriculation, access will continue for a further four months. After that, data processing will be gradually restricted until the account is anonymised after 18 months, so that no more data/information is available. In addition, it should be noted that in central storage systems, backup versions are usually kept for up to 90 days. Any data stored in these versions is then finally deleted after 90 days at the latest.

If data processing is based on your consent, the data will generally be processed for the respective purposes until you revoke your consent.

6. Recipient categories

The following bodies/institutions may be considered as recipients to whom the data required for the respective processing purpose are disclosed, e.g. by transmission or granting of access:

Internal recipients are those offices or employees who require the data for their activities within the framework of the fulfilment of their tasks, in particular:

a) Student administration (e.g. ServiceCenterStudium, Campus Management),

- b) University Computer Centre,
- c) University Library,
- d) Faculties/institutes/professors/teachers,
- e) Deans of Studies and Examinations Offices,
- f) Committees and appointments,
- g) International Office,
- h) Communication and Marketing,
- i) Department 2 Finance (Financial Accounting/University Treasury),
- j) Department 5 Law,
- k) Staff Office Security, Environment and Sustainability,
- l) Evaluation Service and Quality Management,
- m) Doctoral Convenes, Research Training Groups, Academic Centres, Institutions of Excellence,
- n) School of Education FACE,
- o) Research and Teaching Centre Music (FZM),
- p) University College Freiburg,
- q) University Archives,
- r) other central and decentralised institutions of the University (e.g. ZfS, AHS, SLI, Studium generale).

2. external recipients:

- a) The student body (e.g. in connection with elections),
- b) External lecturers and honorary lecturers,
- c) Ministries and regional councils responsible for higher education,
- d) Statutory health insurance funds,
- e) Offices for educational grants,
- f) Federal Statistical Office and the Statistical Offices of the State of BW,
- g) Freiburg University Hospital,
- h) Cooperative universities (e.g. in connection with EUCOR and Epikur),
- i) Freiburg University of Education (students of polyvalent Bachelor's degree programmes with the option of a teaching profession as well as the Master of Education -FACE programme),
- j) parties involved and supporting bodies in the defence of claims and legal proceedings, courts,
- k) contract processors such as service providers, IT-supporting and -maintaining external companies.

3. Other recipients are only considered in the event that we are legally obliged to disclose/transfer data.

7. Your rights as a data subject

1. You have the right to obtain information from the University of Freiburg about the data processed about you and/or to have incorrectly stored data corrected.
2. You also have the right, under certain conditions, to have the processing of your data deleted or restricted, as well as the right to data portability.
3. In addition, if you have given us consent to process your data, you have the right to revoke your consent at any time, whereby the lawfulness of the processing carried out on the basis of the consent up to the revocation is not affected. You can also revoke your consent for the processing of individual data. In the event that you do not give or revoke your consent, you will not suffer any disadvantages.
4. You have the right to complain to a supervisory authority if you are of the opinion that the processing of personal data concerning you violates legal provisions. Such a supervisory authority is, for example, the State Commissioner for Data Protection and Freedom of Information of Baden-Württemberg, e-mail poststelle@lfdi.bwl.de (<https://www.baden-wuerttemberg.datenschutz.de/>).
5. If you wish to assert data protection rights against the University of Freiburg, please contact datenschutz@uni-freiburg.de.

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

You have the right to object at any time to the processing of data relating to you on the basis of Article 6 (1) subparagraphs 1 e and f DSGVO for reasons arising from your particular situation.

9. Supplementary notes

Please note our general data protection information in the footer of our website at <https://www.uni-freiburg.de/datenschutzerklaerung>.

As a precaution, we would like to point out that data transmission on the Internet (e.g. communication by e-mail) can have security gaps. Complete protection of data against access by third parties cannot be guaranteed. In this respect, we recommend encrypting e-mails with sensitive content. Alternatively, you can also contact us by post.

Addition to point 6 Recipient categories

School of Education FACE

Recipient	Pädagogische Hochschule Freiburg Kunzenweg 21, 79117 Freiburg datenschutz@ph-freiburg.de
Description	Within the framework of the School of Education FACE, the University of Freiburg cooperates with the Freiburg University of Education (PH) and the Freiburg University of Music (MH). Students of polyvalent Bachelor's degree programmes with the option of a teaching profession and of the Master of Education degree programme are enrolled at the PH as far as it is necessary for the admission and completion of their studies. For this purpose, the necessary data of the students concerned are transferred there. The partner university processes the transmitted data on its own responsibility.
Affected	<ul style="list-style-type: none">• Students of polyvalent Bachelor's degree programmes with the option teaching profession,• students of the Master of Education programme.
Purpose	Enrolment, implementation of studies.
Legal basis	Art. 6 para. 1 subpara. 1 lit. e i.V.m. Para. 3 DSGVO in conjunction with. §§ Sections 2, 5 (4) and (5), 6 (4), 12, 58 to 63 of the Law on Universities in Baden-Württemberg (Landeshochschulgesetz - LHG) in conjunction with the statutes of the University of Freiburg on the obligation to provide data in conjunction with the statutes of the School of Education "FACE", a joint institution of the University of Freiburg, the Freiburg University of Education and the Freiburg University of Music in conjunction with the statutes of the Freiburg University of Education. § Section 6 of the State Data Protection Act in conjunction with the statutes of the Freiburg University of Education on the obligation to provide personal data and on the processing of personal data for the fulfilment of the university's tasks, other relevant statutes of the partner universities, in particular admission and selection statutes, as well as other legal requirements, insofar as these contain a legal obligation to process data or stipulate that data processing is necessary for the fulfilment of the university's tasks.

Types of personal data

Reference data	<ul style="list-style-type: none">• Identifier of the reporting university,• Reference semester.
Personal data	<ul style="list-style-type: none">• Name (surname, first names, maiden name if applicable),• date of birth, place of birth,• sex,• first and, if applicable, other nationalities.
Contact details	<ul style="list-style-type: none">• Address for correspondence (street, city, state),• E-mail address.
Study data	<ul style="list-style-type: none">• Unique identification number at the UFR (matriculation number or equivalent ID),• Unique identification number at PH (matriculation number or equivalent ID),• Type of enrolment,• degree programme and degree sought,• semester,• in the case of exmatriculation: date and reason for exmatriculation.

Application data	<ul style="list-style-type: none"> • University entrance qualification: Type, year, place of issue. • Matriculation <ul style="list-style-type: none"> o First matriculation (semester, year, name and place of higher education institution), o First enrolment at a higher education institution in Germany (semester and year). • Semesters completed <ul style="list-style-type: none"> o University semesters (number), o Semesters on leave (number).
Clean-up data	Reason for deletion: e.g. exmatriculation, change of subject or degree programme, deletion due to cancellation of enrolment.

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