



Information Pursuant to Article 13 of the General Data Protection Regulation (GDPR) Application for Admission

The protection of your personal data is of utmost importance to the University of Freiburg (UFR), and we want to ensure that you are fully informed about its processing.

We process your personal data (hereinafter referred to as “data”) in accordance with the applicable legal requirements and in a transparent manner. In the following data protection notice, we explain the extent to which your data is processed in connection with your application, the purposes for which it is processed, and the legal basis for such processing. You will also find information on the relevant contacts and your rights.

Please note that only the German version of this document is binding for UFR.

Responsible Party (Controller) for Data Processing

University of Freiburg

legally represented by the Rector
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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 Processing

1. Dialogue-Oriented Service Procedure

If you are applying for a degree programme that participates in the dialogue-oriented service procedure, you must first register via the “hochschulstart.de” platform of the Foundation for University Admissions (*Stiftung für Hochschulzulassung – SfH*). Upon registration, you will receive two identification numbers from “hochschulstart.de”: the BID (Application ID) and the BAN (Application Authentication Number). You must provide both numbers when submitting your application via the UFR application portal. Further details on the registration and application process can be found at <https://www.hochschulstart.de/bewerben-beobachten>. To enable the central allocation of study places by the SfH, the necessary personal data will be transmitted to hochschulstart.de and linked to your applicant profile. The following personal data is usually transferred from UFR to “hochschulstart.de”: personal identification data (e.g. surname, first name), contact information (e.g. postal, and e-mail address), educational background (e.g. degree and grades), application details (e.g. preferred courses of study), as well as all additional data required for the respective selection procedure in accordance with the applicable legal



provisions. This may also include special categories of personal data, where such data is requested or voluntarily provided by you.

2. UFR Application Portal (HISinOne)

The UFR uses the HISinOne portal to facilitate online applications for academic programmes and to manage the admission and enrolment processes. To apply for a study place at the UFR, you must first create an applicant identity within the UFR system by registering through this portal. You must also provide all the information necessary for the processing of your application, admission, and enrolment. The data fields marked with an asterisk (*) are mandatory for the creation of an applicant identity and for the submission of your application.

If your application is successful and you proceed with enrolment, the data required to complete your degree programme or doctoral studies will continue to be processed for enrolment and ongoing student or doctoral administrative purposes. This includes the e-mail address provided during registration, which is stored in the UFR Campus Management System. It is used for password resets related to application accounts via HISinOne and student accounts via myAccount. You can update this e-mail address at any time during your studies.

3. University Statistics

The UFR is legally obliged to forward applicant data to the Statistical Office of Baden-Württemberg (*Statistisches Landesamt Baden-Württemberg*). In accordance with the Higher Education Statistics Act (*Hochschulstatistikgesetz – HStatG*), these data are used to compile national statistics for legislative and planning purposes in the higher education sector. According to § 8 of the HStatG, the data are stored in a central evaluation database at the Federal Statistical Office. The Federal Statistical Office and the Statistical Offices of the states have access to this database for analytical purposes within their respective areas of responsibility. In order to ensure data protection and security, the responsible state office generates a unique, encrypted and untraceable pseudonym based on the following characteristics:

- Date of birth,
- the first four letters of the applicant's first name
- gender
- month and year of birth
- the district and year in which the university entrance qualification was awarded and the type of qualification; if the university entrance qualification was awarded outside the Federal Republic of Germany, the country in which it was awarded and
- the name of the higher education institution, and the year and semester in which the applicant first enrolled; if the initial enrolment took place at a higher education institution outside Germany, the country in which the higher education institution is located.

This pseudonym is not transmitted back to the UFR.

Voluntary Information and Right to Withdraw Given Consent

Fields not marked as mandatory are used to request voluntary information to facilitate the processing of your application. Providing an academic degree or title helps ensure a correct form of address. Providing a telephone number allows the UFR to contact you promptly, for example to request missing information. The UFR processes voluntary information on the basis of your consent, which you give by entering the data in the appropriate fields.

If you have given consent to the processing of your data, you have the right to withdraw your consent at any time. Withdrawal of consent shall not affect the lawfulness of any processing carried out on the basis of your consent prior to its withdrawal. You may also withdraw your consent to the processing of specific data. Please send your withdrawal requests to datenschutz@uni-freiburg.de.



In the event of withdrawal, the data concerned may no longer be processed and must be deleted immediately, unless processing is permitted on a legal basis, such as for the fulfilment of the

University's obligations under the State Higher Education Act Baden-Württemberg (*Landeshochschulgesetz – LHG*).

You will not suffer any disadvantage if you decide not to give your consent, refrain from providing voluntary information or withdraw your consent later. Providing voluntary information is not compulsory and will not affect your chances of success in the application process.

Unless withdrawn, consent will remain valid indefinitely.

Legal Basis for Data Processing

In accordance with Art. 6 para. 1 subpara. 1 lit. e, para. 3 sentence 1 lit. b GDPR in conjunction with § 12 para. 6, sentences 2 and 4 of the State Higher Education Act Baden-Württemberg (LHG), applicants and doctoral candidates are required to provide the information necessary for the University to process their application or admission to the doctoral programme.

Additional legal bases for data processing include, in particular:

- Art. 6 para. 1 subpara. 1 lit. e, 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 and 58 to 60 LHG in conjunction with the applicable statutes of the University of Freiburg, in particular: the statutes of the University of Freiburg on the obligation to provide data, the admission and enrolment regulations of the study and examination regulations of the University of Freiburg, as well as the statutes of the University of Freiburg on supplementary regulations to the admission statutes, the study and examination regulations, doctoral regulations, and habilitation regulations.
- Art. 6 para. 1 sentence 1 lit. c, para. 3 sentence 1 lit. b GDPR in conjunction with the Higher Education Statistics Act and for universities of cooperative education (HStatG).
- Art. 6 para. 1 sentence 1 lit. c, para. 3 sentence 1 lit. b GDPR in conjunction with § 6 para. 1 and para. 2 of the Act to promote electronic government Baden-Württemberg (E-Government Act – EGovG BW) in conjunction with clause 3.1.2 of the Administrative Regulation on Electronic File Management (VwV E-Akte).
- Art. 6 para. 1 sentence 1 lit. c, para. 3 sentence 1 lit. b GDPR in conjunction with the Archive Management and Use Act (*Landesarchivgesetz – LArchG*).
- other legal provisions, insofar as they establish a legal obligation for data processing or determine that data processing is necessary for the fulfilment of the University's responsibilities.
- Art. 6 para. 1 subpara. 1 lit. a and Art. 7 GDPR, insofar as you have given explicit consent to the processing of your personal data in individual cases. If you voluntarily provide optional information to the UFR, it is generally assumed that you have given your (explicit) consent to data processing and your data will be processed accordingly.
- Art. 6 para. 1 subpara. 1 lit. e, para. 3 sentence 1 lit. b GDPR in conjunction with § 4 of the Data Protection Act Baden-Württemberg (*Landesdatenschutzgesetz – LDSG*).



Retention Period or Criteria for Determining the Retention Period

The data will be deleted as soon as the processing is no longer necessary for the purposes mentioned above.

If the application identity is not used for an application, if the application is unsuccessful, or if enrolment does not take place for any other reason, the data will be deleted from the application portal as part of the semester data deletion process after the application period has ended. Otherwise, the data will generally be deleted 20 months after receipt of the application.

If the contact details and history data of former applicants are processed as part of quality management and evaluation procedures, the data of those applicants who did not accept an offer of enrolment will be deleted at the latest by the end of the semester following the semester in which the application was submitted.



Where applicable, the applicant's data may be transferred to the relevant university archive, where it will normally be retained indefinitely.

If an application is successful and enrolment takes place, the data required for the completion of the degree programme or doctoral studies will continue to be processed for enrolment and ongoing student or doctoral administrative purposes. The data will then be deleted at the earliest on termination of membership of the University (i.e. disenrolment), unless specific legal or statutory documentation and retention obligations apply or further data processing is required for the establishment, exercise or defence of legal claims. Further exemptions may arise under Art. 17 para. 3 GDPR, provided that the relevant conditions are met.

Where data processing is based on your consent, the data will generally be processed for the purpose of carrying out the application process, studies or doctoral studies, until you withdraw your consent.

Categories of Data Recipients

Internal recipients are employees of the UFR who process the data as part of their official duties. This includes, in particular, the staff of the Service Center Studium, the Campus Management, and the faculty departments responsible for applications.



Furthermore, in accordance with the archiving regulations, all UFR documents must be offered to the University Archives before deletion. The University Archives decide on a case-by-case basis which documents to retain.

External recipients include the Foundation for University Admissions (SfH) as part of the dialogue-oriented service procedure mentioned above, and the Statistical Office of Baden-Württemberg, for the purposes outlined in the Higher Education Statistics Act (HStatG).

Other recipients will only be considered if we are legally obliged to disclose the data.

Your Rights as a Data Subject



You have the right to obtain information from the UFR about the data that is being processed with regard to your person (Art. 15 GDPR).



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



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



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



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



You have the right to file a complaint with a supervisory authority if you believe that the processing of your personal data is not in accordance with the law. One such supervisory authority is, for example, the State Commissioner for Data Protection and Freedom of Information of Baden-Württemberg (LfDI BW), email: poststelle@lfdi.bwl.de (<https://www.baden-wuerttemberg.datenschutz.de/>).

Information on the Right to Object According to Article 21 para. 1 GDPR



You have the right to object at any time, on grounds relating to your particular situation, to the processing of data relating to you, which is carried out on the basis of Art. 6 para. 1 subpara. 1 lit. e and lit. f GDPR.

How to Contact Us

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

Further Information

Please also note the additional privacy information for the use of the application portal (HISinOne) and for registration, which can be found in the footer of these web pages.