

## Information on the processing of your personal data for admission to the Paderborner Wissenschaftskolleg of Paderborn University pursuant to Article 13 of the General Data Protection Regulation (GDPR)

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This data protection notice describes how your personal data is processed within the scope of admission to the Paderborner Wissenschaftskolleg of Paderborn University (hereinafter referred to as “Wissenschaftskolleg”). By issuing this data protection notice, Paderborn University is complying with its duty to provide information pursuant to Article 13 of the EU General Data Protection Regulation (GDPR). With regard to the terms used in the following, e.g. “personal data”, “processing”, “Controller” etc., please refer to the definitions in Article 4 of the GDPR.

### 1. Names and contact details

The entity responsible for processing your personal data (the “Controller”) within the scope of admission to the Wissenschaftskolleg is Paderborn University, a legal corporation under public law funded by the German state of North Rhine-Westphalia. Paderborn University is represented by the President.

#### 1.1 Name and contact details of the Controller

Paderborn University  
Warburger Str. 100  
33098 Paderborn, Germany  
Fon: +49 5251 60-0  
Website: <https://www.uni-paderborn.de>

#### 1.2 Contact details of the Data Protection Officer

The Data Protection Officer of Paderborn University can be contacted at the Controller’s postal address specified above (see Section 1.1) or using the following contact details:

e-mail: [datenschutz@uni-paderborn.de](mailto:datenschutz@uni-paderborn.de)  
Fon: +49 5251 60-4444  
Website: <https://www.uni-paderborn.de/datenschutz/>

### 2. Data categories, purposes and legal bases with regard to the processing of your personal data

Within the scope of the application and selection processes for admission to the Wissenschaftskolleg, Paderborn University will process the following personal data on you for the following purposes and on the following legal bases:

#### I. Application, selection and administration

- Name (first name and surname), including name affixes (e.g. post-nominals, any title(s))
- Date of birth
- Contact details
- Position/title
- Pay scale/salary group
- Faculty, institute, department
- Doctoral degree certificate (for early-career researchers and junior academics)
- List of publications
- Curriculum vitae
- Research focus areas
- Research exposé
- Personal data of guest researchers
- Full proposal
- Personal data of proposed external reviewers
- Budget plan
- Letter of intent (LoI)

- Draft proposal
- Full proposal

## **II. For budgeting and payment purposes**

- Internal billing object

## **III. For enquiries and advice (contact management)**

- Name (first name and surname), including name affixes (e.g. post-nominals, any title(s))
- e-mail address(es)
- phone no./nos
- Faculty, institute, department
- Any other personal data that may result from enquiries and advice

## **IV. Taking and/or publication of photographs and videos and publication of other personal data**

- Where applicable, taking of photographs and videos, and, where applicable in connection with this, publication of first name and surname, including name affixes (e.g. post-nominals, any title(s)), as well as other personal data (details about the research project within the scope of the Wissenschaftskolleg, faculty, funding period) on the Paderborn University website and in Paderborn University press releases
- Where applicable, publications on official Paderborn University social media channels, such as Facebook, Instagram, Twitter and YouTube, to the extent specified above

## **V. Statistical analysis**

- Anonymised data from I

The purpose of processing your personal data is to conduct the selection process for admission to the Wissenschaftskolleg and, where applicable, to conduct the process to admit you to the Wissenschaftskolleg (including administration), for the development of an interdisciplinary research project in collaboration with internationally renowned guest researchers.

The legal basis for the processing of your personal data within the scope of the application process and the provision of advice, and in the event of the publication of your personal data (name and/or image etc.) is your consent in accordance with Article 6, Para. 1 (1) a) of the GDPR; where applicable, Article 9, Para. 2 a) of the GDPR, where sensitive data is the subject of the above-mentioned data processing in accordance with Article 9, Para. 1 of the GDPR (e.g. health-related data in your curriculum vitae).

The processing of your personal data beyond the scope of your application for the Advanced Studies Programme, in particular for the purposes of conducting the award process, transferring your personal data to reviewers, further processing and statistical analyses, is necessary for the performance of tasks by Paderborn University in the public interest. The legal basis here is Article 6, Para. 1 (1) e), Para. 3 (1) b) of the GDPR in conjunction with § 3, Para. 1 of the North Rhine-Westphalia Data Protection Act (DSG NRW) in conjunction with § 3, Para. 1, Para. 6 of the North Rhine-Westphalia Higher Education Act (HG NRW) in conjunction with the current valid version of the Conditions of Funding for admission to Paderborn University's Wissenschaftskolleg and Article 6, Para. 1 (1) e), Para. 3 (1) b) of the GDPR in conjunction with § 17, Para. 1 of the DSG NRW; where applicable, Article 9, Para. 2 a) of the GDPR, where sensitive data is (has) to be taken into account in accordance with Article 9, Para. 1 of the GDPR for admission to the Wissenschaftskolleg. In addition, Article 88 of the GDPR in conjunction with § 18, Para. 1 of the DSG NRW applies to the processing of personal data in the context of employment (for employees of Paderborn University).

Furthermore, the processing of the personal data of guest researchers is necessary for the conclusion of a guest researcher contract pursuant to Article 6, Para. 1 b) of the GDPR.

### 3. Transfer of your personal data

Your personal data, which will be processed within the scope of the selection and admissions processes for Paderborn University's Wissenschaftskolleg, will in principle not be transferred to any third parties without your consent and subject to the transmission of data described below.

Full proposals are an exception to this; as part of the selection process, these will be forwarded to external reviewers selected from among those proposed by the applicants. This processing step constitutes part of the sovereign fulfilment of tasks.

Data may be transferred only in compliance with a legal requirement. Where (technical) service providers have access to personal data, this access will be regulated on the basis of an arrangement pursuant to Article 28 of the GDPR. For data that is processed jointly with other data controllers, this joint processing will, where required, be regulated on the basis of an arrangement pursuant to Article 26 of the GDPR.

In principle, no personal data will be transferred to countries outside the European Economic Area (EEA) and associated countries (no "third country transfer").

#### **Important note if your personal data is made available online:**

Please be aware that if your personal data is published online, it will be possible for any person worldwide to access this personal data – for example with the help of search engines (e.g. Google). It will thereby be possible for personality profiles to be created (profiling), by linking this data with other data about you that is available online. Your data may also be used in this way by third parties for other purposes beyond the control of Paderborn University. Search engine archiving functions (see e.g. [www.archive.org](http://www.archive.org)) allow such data to be accessed even when the information has already been removed from or edited on the Paderborn University website. With the publication of your personal data online, data may also be transferred to countries outside the EU and may be stored and used there for unknown purposes. It may be the case that the relevant data protection laws or regulations, or the application of these, have a lower level of protection in the recipient country than in the EU and that you will not be able to assert your rights there.

### 4. Duration of storage of your personal data

If and to the extent that the processing of your personal data is based on your consent, your data will be stored only until you withdraw your consent, unless there is another legal basis for processing (Article 17, Para. 1 b) of the GDPR).

The personal data of applicants for admission to the Wissenschaftskolleg whose proposal is not approved will be erased/destroyed in accordance with data protection law at the latest six months after the application process has been completed.

Basic data concerning the applicants for admission to the Wissenschaftskolleg, the researchers successfully admitted to the programme, the project teams, faculty and university affiliation, as well as details about the research project and on the selection decision will be stored in the selection committee's records for 10 years and then erased. Where appropriate, documents will be transferred to the University Archives and generally stored there indefinitely. All other data of researchers successfully admitted to the Advanced Studies Programme whose proposal is approved will be erased/destroyed one year after the funding period has ended.

The names of the researchers successfully admitted to the programme and details about their research project will be published on Paderborn University's website permanently or until such consent is revoked.

### 5. Your rights as a data subject

As a data subject, you may assert the rights granted to you by the GDPR at any time; these are:

- The right to know if and what personal data concerning you is being processed, in accordance with Article 15 of the GDPR, § 12 of the DSG NRW
- The right to have any inaccurate personal data concerning you rectified or incomplete personal data completed, in accordance with Article 16 of the GDPR

- The right to have your personal data erased, in accordance with Article 17 of the GDPR, § 10 of the DSGVO NRW
- The right to restrict the processing of your data, in accordance with Article 18 of the GDPR
- The right to receive the personal data concerning you, in accordance with Article 20 of the GDPR

## 6. Right to withdraw your consent and to object to the processing of your personal data

You have the right to withdraw your consent, in whole or in part, at any time, without giving a reason. The withdrawal of consent shall not affect the lawfulness of processing based on the consent before its withdrawal (Article 7, Para. 3 of the GDPR). Consequently, Paderborn University will no longer be permitted to process your data on the basis of this consent in the future and must erase your personal data in accordance with data protection law, unless there is another legal basis for processing (Article 17, Para. 1 b) of the GDPR). If you wish to withdraw your consent in whole or in part, please contact the relevant contact person for the call for applications or send an e-mail to: [datenschutz@uni-paderborn.de](mailto:datenschutz@uni-paderborn.de). In the event that you withdraw your consent to the processing of your personal data during the application process for admission to the Wissenschaftskolleg, it will no longer be possible to consider you in the award process. In the event that you withdraw your consent to the processing of your personal data in the context of public relations, you may only be able to participate in the Wissenschaftskolleg's PR events to a limited extent.

In accordance with Article 21 of the GDPR, you have the right to object, on grounds relating to your particular situation, at any time to the processing of personal data concerning you which is collected on the basis of Article 6, Para. 1 (1) (e) of the GDPR. The right to object pursuant to Article 21 of the GDPR vis-à-vis a public-sector body does not apply where there is a compelling public interest for processing that overrides the interests of the data subject concerned or if a legal provision requires processing (§ 14 of the DSGVO NRW). If you wish to exercise your right to object pursuant to Article 21 of the GDPR, please contact the relevant contact person for the call for applications or send an e-mail to: [datenschutz@uni-paderborn.de](mailto:datenschutz@uni-paderborn.de). In the event that you object to the processing of your personal data within the scope of the administration processes for admission to the Wissenschaftskolleg, your admission to the Wissenschaftskolleg may no longer be granted or it will no longer be possible to consider you in the application process.

## 7. Right to lodge a complaint

In addition to the aforementioned rights, you also have the right to lodge a complaint with a data protection supervisory authority (Article 77 of the GDPR) if you consider that the processing of personal data relating to you infringes these data protection requirements; for example the State Commissioner for Data Protection and Freedom of Information in North Rhine-Westphalia, which is responsible for overseeing Paderborn University: Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen, Kavalleriestr. 2-4, 40213 Düsseldorf, Germany; Tel.: +49 211 38424-0, E-mail: [poststelle@ldi.nrw.de](mailto:poststelle@ldi.nrw.de)

## 8. Validity of the data protection notice

Paderborn University reserves the right to amend this data protection notice in order to revise it in compliance with any changes in relevant laws or regulations or to better serve your needs. The valid and applicable version of this data protection notice is the latest version published by Paderborn University. Please therefore note the current version number of the data protection notice.

Paderborn University  
Division 2/ 2.2  
Katharina Patz  
Warburger Straße 100  
33098 Paderborn, Germany

## Data processing consent form – Wissenschaftskolleg of Paderborn University

First name and surname: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Department/Faculty: \_\_\_\_\_

By signing this form,

- I hereby consent, pursuant to Article 6, Para. 1 (1) a) of the GDPR, to Paderborn University processing my personal data, as provided by me within the scope of the application process for the Wissenschaftskolleg and transmitted by me to Paderborn University, for the purpose of awarding me a Fellowship (including contact management). If my information includes sensitive data according to Article 9, Para. 1 of the GDPR (e.g. health-related data in my curriculum vitae), I expressly consent, pursuant to Article 9, Para. 2 a) of the GDPR, to the processing of this data for the purpose of awarding me a Fellowship.
- I hereby consent, pursuant to Article 6, Para. 1 (1) a) of the GDPR, to Paderborn University processing the following personal data on me in the context of public relations in the event that a Fellowship is awarded to me:

(Selection optional):

### **A Publication with and without photographs**

- Taking of photographs of me in connection with the award of a Fellowship and publication of these photographs on the Paderborn University website and in Paderborn University press releases
- Publication of other information about me (first name and surname, including name affixes, faculty, details about the research project within the scope of the Wissenschaftskolleg, funding period) with reference to the award of a Fellowship on the Paderborn University website and in Paderborn University press releases
- Taking of photographs of me in connection with the award of a Fellowship and publication of these photographs on official Paderborn University social media channels (Facebook, Instagram, Twitter and YouTube)
- Publication of other information about me (first name and surname, including name affixes, faculty, details about the research project within the scope of the Wissenschaftskolleg, funding period) with reference to the award of a Fellowship on official Paderborn University social media channels (Facebook, Instagram, Twitter and YouTube)

## **B Publication with and without videos**

- Taking of videos of me in connection with the award of a Fellowship and publication of these videos on the Paderborn University website and in Paderborn University press releases
- Publication of other information about me (first name and surname, including name affixes, faculty, details about the research project within the scope of the Wissenschaftskolleg, funding period) with reference to the award of a Fellowship on the Paderborn University website and in Paderborn University press releases
- Taking of videos of me in connection with the award of a Fellowship and publication of these videos on official Paderborn University social media channels (Facebook, Instagram, Twitter and YouTube)
- Publication of other information about me (first name and surname, including name affixes, faculty, details about the research project within the scope of the Wissenschaftskolleg, funding period) with reference to the award of a Fellowship on official Paderborn University social media channels (Facebook, Instagram, Twitter and YouTube)

By signing this form, I hereby confirm

- the accuracy and completeness of the information I have provided as part of the application process for the Wissenschaftskolleg and the authenticity of all data transmitted in both digital and paper form. I am aware that if any information is incorrect or inaccurate, funding may be revoked and any funds already received subject to repayment.
- that I have received and have read and understood the information sheet on the processing of my personal data pursuant to Article 13 of the GDPR within the scope of the application process for the Wissenschaftskolleg
- that I have read and accept the Conditions of Funding for admission to Paderborn University's Wissenschaftskolleg [version dated July 2021].

Your consent to the processing of personal data in the above stages is voluntary. You have the right to withdraw your consent, in whole or in part, at any time, without giving a reason. The withdrawal of consent shall not affect the lawfulness of processing based on the consent before its withdrawal (Article 7, Para. 3 of the GDPR). Consequently, your data will no longer be processed on the basis of this consent in the future and your personal data must be erased, unless there is another legal basis for processing (Article 17, Para. 1 b) of the GDPR). If you wish to withdraw your consent in whole or in part, please contact the relevant contact person for the call for applications or send an e-mail to: [datenschutz@uni-paderborn.de](mailto:datenschutz@uni-paderborn.de).

### **Please note:**

Without confirmation of the accuracy and completeness of the information provided and without a declaration of consent to the processing of your data, it will not be possible to consider you in the application process for the Wissenschaftskolleg.

In the event that you withdraw your consent to the processing of your personal data during the application process for admission to the Wissenschaftskolleg, it will no longer be possible to consider you in the award process. In the event that you withdraw your consent to the publication of data about you, you will not be able to participate in the Wissenschaftskolleg's PR events if you are awarded a Fellowship. There are no further consequences.

### **Important note if your personal data is made available online:**

Please be aware that if your personal data is published online, it will be possible for any person worldwide to access this personal data – for example with the help of search engines (e.g. Google). It will thereby be possible for personality profiles to be created (profiling), by linking this data with other data about you that is available online. Your data may also be used in this way by third parties for other purposes beyond the control of Paderborn

University. Search engine archiving functions (see e.g. [www.archive.org](http://www.archive.org)) allow such data to be accessed even when the information has already been removed from or edited on the Paderborn University website. With the publication of your personal data online, data may also be transferred to countries outside the EU and may be stored and used there for unknown purposes. It may be the case that the relevant data protection laws or regulations, or the application of these, have a lower level of protection in the recipient country than in the EU and that you will not be able to assert your rights there.

Place, Date \_\_\_\_\_

Signature Applicant/ Guest Researcher \_\_\_\_\_