

Data protection information for university applicants and students (non-binding english version)

The Worms University of Applied Sciences informs university applicants and students in accordance with the provisions of Regulation (EU) 2016/679 (General Data Protection Regulation, GDPR) and the State Data Protection Act of Rhineland-Palatinate (LDSG) as follows:

1. Controller

Controller in accordance with Art. 4 (7) GDPR: Worms University of Applied Sciences, the President, Erenburgerstrasse 19, 67549 Worms, tel.: +49(0)6241.509-245, fax: +49(0)6241.509-222, email: praesident@hs-worms.de.

2. Data Protection Officer

Contact details of the Data Protection Officer appointed in accordance with Art. 37 (1) point (a) of the GDPR: Worms University of Applied Sciences, Data Protection Officer, Erenburgerstrasse 19, 67549 Worms, tel.: +49(0)6241.509-417, fax: +49(0)6241.509-280, email: datenschutz@hs-worms.de.

3. Processing purposes and legal bases

Worms University of Applied Sciences processes the personal data of university applicants and students to check admission requirements and for the purpose of carrying out the admission and enrolment procedure. Once registration has taken place, Worms University of Applied Sciences processes the personal data of students for study (teaching and research) and student management purposes, including planning and organisation.

The legal bases are Section 67 of the Higher Education Act of Rhineland-Palatinate (HochSchG) in conjunction with Section 24 et seq. of the Enrolment Regulation of Worms University of Applied Sciences (EO), Section 3 of the State Data Protection Act of Rhineland-Palatinate (LDSG) and Art. 6 (1) sentence 1 point (e), Art. 3 of the GDPR. In addition, Worms University of Applied Sciences processes the personal data of university applicants and students in order to fulfil its legal obligations under Art. 6 (1) sentence 1 point (c) of the GDPR.

When students enrol, Worms University of Applied Sciences provides them with various software and other services for the duration of their studies, the use of which requires the processing of students' personal data:

Thus, Worms University of Applied Sciences provides students with their own email account for study purposes as an important information medium, in particular in relation to Worms University of Applied Sciences. This account provided by Worms University also offers information, communication and exchange opportunities, in particular work materials (scripts, exercises, etc.) within the scope of study ("*moodle service*" or the university portal "*teaching, study, research*" (TSR)).

When participating in web-based courses and online meetings, personal data may be processed for the purpose of the respective event. This often includes user data (e.g. the user's display name, and, where applicable, contact details) and metadata (e.g. IP address, device/hardware information). Further information on the use of web conference solutions at the University of Applied Sciences, Worms can be found at <https://www.hs-worms.de/footer/rechtliches/datenschutz/>.

Worms University of Applied Sciences processes the following personal data in the "*moodle*" programme to enrol students for language tests/language courses: First name, surname, number of semesters, address, telephone number.

Upon completion of the studies, Worms University of Applied Sciences processes the personal data of deregistered students in order to promote and maintain contact with its graduates ("*alumni work*") in accordance with Sections 67 (5) sentence 2, 2 (7) HochSchG in conjunction with Section 3 LDSG and Art. 6 (1) sentence 1 point (e) GDPR.

4. Categories of personal data

The processing of university applicants' and students' personal data may essentially involve the following categories of data listed in Section 24 (2) EO: Personal details, professional and practice-related data, primary study-related and university access-related data, semester data, university data, examination data, details of examinations failed definitively, address and business number of the health insurance company, health insurance status and details of military, civilian or development aid volunteer service and of completion of one year's voluntary social service. In addition, Worms University of Applied Sciences processes students' ID numbers, access sequence numbers and email addresses.

5. Data source and passing on data

In principle, Worms University of Applied Sciences only processes data from university applicants and students collected directly by Worms University in relation to the data subjects (for example, receipt and use of application documents, etc.). In the event of an application being made via the dialogue orientated service procedure (DoSV) of the Foundation for University Admissions, Worms University of Applied Sciences receives the university applicants' data from the Foundation for University Admissions (Section 9 (12) of the Regulation for the Allocation of Study Places of Rhineland-Palatinate – StPVLVO).

Personal data of university applicants or students is passed on to third parties within the framework of statutory obligations, in particular in accordance with Section 25 EO to the State Statistical Office and the competent state ministry or in accordance with Section 9 (12) StPVLVO to the Foundation for University Admissions.

Furthermore, data collected in accordance with Sections 24 (2), 25 EO are sent to the requisite extent within university administration to the examination office, the office for education assistance, the competent specialist department, the data centre and the library, for the legitimate performance of the tasks arising in these offices taking into account data economy.

Personal data of university applicants or students shall be transferred to third countries (i.e. countries that are not Member States of the EU or the EEA) or an international organisation with the consent of the student concerned to the following extent.

- In the case of optional or curricular mandatory semesters abroad, Worms University of Applied Sciences shall send the following personal data of the student concerned to the respective international partner university for the purpose of continuing their studies: First name, surname, date of birth, gender, nationality, study cycle (Bachelor's/Master's), email address (HS Worms account), time of residence.
- In the event of participation in German Academic Exchange Service (DAAD) support programmes, Worms University of Applied Sciences shall, depending on the support programme, send the personal data of the student concerned listed below to the DAAD directly or to the relevant universities via the DAAD using the EU Commission's mobility tool: participant ID, mobility ID, first name, surname, email address (HS Worms account), date of birth, nationality, field of study, highest completed level of education, sending university including sending country, host university including host country, duration of stay and, additionally in the case of scholarships, gender, year of study, support duration, support amount, support type.

Worms University supports international students who come from abroad in finding accommodation, should they request such, by providing master data to landlords and the Vorderpfalz student network. The legal basis for transferring the information is the consent of the data subject (Art. 6 (1) sentence 1 point a, 7 GDPR). International students' master data is also passed on to the registration office of the City of Worms, the immigration authority of the City of Worms and the statutory health insurance scheme for the purpose of enrolling at the University of Worms and for registration with the City of Worms.

6. Storage term and erasure of data

Worms University of Applied Sciences processes and stores university applicants' and students' personal data only for the period of time necessary to achieve the purpose of storage or insofar as provided for in laws or regulations to which Worms University is subject. Data stored on admission will be stored for as long as knowledge of such is required, but no longer than 60 years (Section 26 (2) EO).

The standard storage time for the exams taken by students is between two and five years, depending on the respective examination regulations for the course of study, for degree theses five years and for the individual student file sixty years, in each case from the time of deregistration.

If the purpose of storage lapses or upon expiry of a statutory retention period to which Worms University of Applied Sciences is subject, the personal data shall be routinely erased in accordance with the law or their processing restricted.

7. Rights

The GDPR provides various rights for "data subjects". They are entitled to the following rights regarding their personal data:

- Right of **access** (Art. 15 (1) and (2) GDPR)
- Right to **rectification** (Art. 16 GDPR) or erasure (Art. 17 GDPR)
- Right to **restriction of processing** (Art. 18 GDPR)
- Right to **data portability** (Art. 20 GDPR)
- **Right of cancellation** (Art. 7 (3) GDPR)
- **Right to lodge a complaint with a supervisory authority** (Art. 77 GDPR)

Data protection supervisory authority responsible for Worms University of Applied Sciences:
LfDI - The State Commissioner for Data Protection and Freedom of Information Rhineland-Palatinate,
Hintere Bleiche 34, 55116 Mainz, <https://datenschutz.rlp.de/>.

- Right to **object** to processing (Art. 21 GDPR):

They shall have the right to object, on grounds relating to their particular situation, at any time to **processing of personal data concerning them** based on **Art. 6 (1) point (e) GDPR** including profiling based on those provisions. If you object, your personal data shall no longer be processed unless we can demonstrate compelling legitimate grounds for the processing, which override your interests, rights and freedoms as the data subject or for the establishment, exercise or defence of legal claims.

Worms, 16 June 2020