

Information sheet on Article 13 of the EU General Data Protection Regulation

The following information must be communicated to you in accordance with Article 13 of the General Data Protection Regulation (GDPR, Regulation (EU) 2016/679) when collecting personal data:

1. Regarding Art. 13 Section 1 a) and b):

The responsible institution for the collection and processing of personal data is the University of Göttingen Public Law Foundation (without University Medicine), Wilhelmsplatz 1, 37073 Göttingen [in the following: University of Göttingen]. The office which processes concrete data is the Graduate School of Humanities Göttingen [in the following: GSGG] within the scope of the tasks which are defined in the regulations.

The data protection officer of the University of Göttingen is

Prof Andreas Wiebe, LL.M. (Virginia),
Platz der Göttinger Sieben 6
37073 Göttingen
Email: datenschutz@uni-goettingen.de.

2. Regarding Art. 13 Section 1 c):

Collecting personal data is necessary to

- Ensure the quality assurance of the doctorate (§ 2 Section 2 a) Regulations of GSGG to which the following points refer)
- Handle applications for short-term grants and allowances (§ 2 Section 2 c) and d))
- Administer participations in courses of the qualification programme, interdisciplinary events and network meetings (§ 2 Section 2 e), f), g)
- Ensure the non-academic support for foreign doctoral candidates (§ 2 Section 2 h)
- Advise doctoral candidates (§ 2 Section 2 k)
- Initiate offers in the field of equality, diversity and family friendliness (§ 2 Section 2 p)
- Contribute to the alumni work (§ 2 Section 2 o)

The collection of your data is based on the promotion regulations in force or the examination and study regulations of the doctoral programme “Theology“ and/or the regulations of GSGG.

3. Regarding Art. 13 Section 1 e):

The personal data will be processed and passed on to the relevant departments as follows:

- a) Data relevant for your **status as a doctoral candidate** will be processed only by GSGG as well as the Faculty of Humanities or the Theological Faculty. The data will be generally transferred during the admission process of a member in the graduate school, when changes in the course of the doctoral phase occur and at the time of the completion of doctorate procedures. Once

a year, a comparison with the Controlling department takes place (matriculation number, name, members of the thesis committee, doctoral programme or research training group where applicable, doctoral subject, faculty, email address). The data will also be transmitted (anonymised and aggregated) as part of evaluations of GSGG to the responsible commission.

- b) **Data and information from the annual reports** (as far as it is mandatory) which exceeds the data mentioned under point 1) will be taken note of and will be documented by the managing director and the project consultant, will be treated in strict confidence and will not be transmitted to other bodies. According to §16 (3) of the regulation of GSGG, the annual reports of the doctoral candidates will be “forwarded to the Board”. The Board has delegated this task de facto since the foundation of GSGG to the graduate school (managing director and project consultant). The regulation is currently adapted to the factual circumstances. We will inform you immediately as soon as the situation will be clarified. We would also like to point out to you that you should not include personal information (for example illnesses, family matters) which you would like to tell exclusively your supervisor in your annual report and inform her or him discretely.
- c) **Data and information** which you transmit in the context of **registrations for courses of GSGG and its cooperation partners** ([qualification portal](#)) will be transmitted to the cooperation partners. Besides the data under a), this potentially relates to the notifications about unexcused absence from courses in accordance with the [regulations for the registration procedure](#).
- d) **Data and information** which you transmit **in connection with applications for short-term grants and allowances** will be submitted to the Board for decision, will be treated in strict confidence and will not be transmitted to other bodies.

[4. Regarding Art. 13 Section 2 a\):](#)

The storage period of the data ends one year after the disputation; at that time, your eligibility to file an application for our support programme ends too.

[5. Regarding Art. 13 Section 2 b\):](#)

You have the right towards GSGG to information on your personal data as well as to a rectification, cancellation or to a limitation of the processing of the data and a right to objection against the processing as well as a right to the transferability of data.

[6. Regarding Art. 13 Section 2 c\):](#)

As far as data processing is based on your consent, you have the right to revoke your consent at any time. The data processing carried out by then remains legal; the revocation applies only for the future data processing. In this case, your data will be deleted immediately (however, see point 8 below).

[7. Regarding Art. 13 Section 2 d\):](#)

You have the right to appeal to a data protection supervisory authority (Art. 77 DSGVO), e. g. to the

state representative for data protection Lower Saxony

Prinzenstraße 5

30159 Hannover

Email: poststelle@lfd.niedersachsen.de.

[8. Regarding Art. 13 Section 2 e\):](#)

The provision of data **regarding 3.a) (data which relates to your status as a doctoral candidate)** is compulsory.

[9. Regarding Art. 13 Section 3:](#)

If it is intended to process the personal data for a purpose other than for which it was initially collected, the University of Göttingen or GSGG will provide information on this other purpose and all other relevant information to the person concerned prior to data processing.