

## Privacy and data protection policy

Mandatory information pursuant to Article 13 of the General Data Protection Regulation (DS-GVO)

### 1. Name and contact details of the controller and data protection officer

#### 1.1. Controller

Johannes Gutenberg University Mainz  
Represented by its President

Ph: +49 6131 39-22301  
E-Mail: [praesident@uni-mainz.de](mailto:praesident@uni-mainz.de)

Univ. Prof. Dr. Georg Krausch  
Saarstr. 21  
55122 Mainz

#### 1.2. Data protection officer

Data protection officer  
Johannes Gutenberg-Universität Mainz  
Saarstr. 21  
55122 Mainz

Ph: +49 6131-39-22109  
E-Mail: [datenschutz@uni-mainz.de](mailto:datenschutz@uni-mainz.de)

### 2. Purpose of processing personal data and information

Data are processed for the purpose of establishing contact and the provision of services by the Gutenberg Graduate School of the Humanities and Social Sciences as well as for the administration of membership and services that are offered such as consulting, additional qualification programmes and the award of financial support in addition to statistical record-keeping purposes with respect to membership. To that end, IP addresses are also collected in addition to the data provided by users when online forms are submitted.

GSHS may publish data from members (e.g. information about doctoral projects, contact details, project reports, photos and videos of events or courses) on its homepage for informational and advertising purposes. In such cases member consent will be obtained separately.

### 3. Legal basis for processing data

The lawfulness of data processing is based on the performance of tasks in the public interest pursuant to Article 6(1)(e) DS-GVO in conjunction with Section 2 of the Higher Education Act in Rhineland-Palatinate (HochSchG).

With regard to the data published on the GSHS homepage, the member's consent constitutes the legal basis in accordance with Article 6(1)(a) DS-GVO.

### 4. The obligation to provide personal data

Users are neither legally nor contractually obliged to provide personal data. However, the data are required for admission to and involvement at the Gutenberg Graduate School of the Humanities and Social Sciences, so that if the data are not provided, participation will not be possible.

## **5. Recipients of personal data**

### **5.1 Recipients within Johannes Gutenberg University Mainz**

When registering for courses or events, the data collected for this purpose may be forwarded to recipients within Johannes Gutenberg University who are entrusted with the preparation, implementation and subsequent processing of the respective course or event.

When applying for funding, the data collected in the application for funding and, if applicable, project reports will be forwarded to the responsible selection committees and to those offices within Johannes Gutenberg University that are entrusted with the approval and management of such funding.

### **5.2 Recipients outside Johannes Gutenberg University Mainz: disclosure to third parties**

When registering for courses or events, the data collected for this purpose may be forwarded to external partner organisations, speakers or trainers who are entrusted with the organisation of the courses or events concerned. The organisations or persons concerned are obliged to store and use this data only in connection with the respective course or event and to delete it after the course or event has been completed.

## **6. Duration of data storage**

Data collected as mandatory information in the respective form are required throughout the entire period of membership for the administration of the membership as well as for the administration of any courses and events (including certificates of participation), financial support, which has been applied for, and for maintaining current membership statistics.

Data collected in connection with admission as a full, junior, or senior member (online forms, application documents) will be deleted at the latest one year after membership is terminated, unless the member requests immediate deletion.

This does not apply to lists of participants in courses or events. These shall be deleted at the latest six years after the course or event, unless the member requests immediate deletion. After deletion, it will no longer be possible to issue certificates, including certificates of participation.

Data collected within the scope of the application, approval and payment of financial support will be deleted after the end of the applicable retention periods.

Data marked as voluntary information in forms are used for needs assessments and membership statistics and can be deleted at any time upon request.

After membership has been terminated, a member may voluntarily agree to the further storage of personal data and information, e.g. for purposes of alumni work. However, the data will be deleted at the latest six years after membership is terminated.

Data published on the GSHS homepage with member consent (e.g. information about doctoral projects, contact details, project reports, photos or videos of events or courses) can be removed from the homepage at any time at the request of the corresponding member or former member.

## 7. Rights of data subjects

Any person affected by a data processing operation has the following rights, in particular:

- The right of **access** to the personal data stored about the data subject and the right to obtain information about how it is processed pursuant to Article 15 DS-GVO
- The right of **rectification** if data concerning the data subject are incorrect or incomplete pursuant to Article 16 DS-GVO
- The right to **erasure**, provided that one of the conditions pursuant to Article 17 DS-GVO is applicable
- The right to **restrict processing** to the extent that one of the conditions of Article 18 DS-GVO is applicable
- The right to object to future processing of data concerning the data subject pursuant to Article 21 DS-GVO
- The right to **lodge a complaint** with a **supervisory authority** pursuant to Article 13(2)(b) DS-GVO, if the data subject believes that personal data are being processed unlawfully:

**Rhineland-Palatinate Data Protection and Freedom of Information Commissioner  
(Landesbeauftragter für den Datenschutz und die Informationsfreiheit Rheinland-Pfalz)**

Hintere Bleiche 34

55116 Mainz

Phone: +49 6131 208-2449

Fax: +49 6131 208-2497

E-Mail: [poststelle@datenschutz.rlp.de](mailto:poststelle@datenschutz.rlp.de)

**\*\*\*Please note that only the German version of the Privacy and data protection policy is legally binding. The English version is for information purposes only.\*\*\***