

Data protection and processing overview for students

Dear students,

This document provides an informative overview of how your personal data are processed at Rhine-Waal University of Applied Sciences in accordance with applicable data protection laws. This information is also available on our website:

<https://www.hochschule-rhein-waal.de/de/studium/studierende/studierendenservice>

Your personal data must be collected and processed as part of the enrolment process at Rhine-Waal University of Applied Sciences and for the purpose of managing your academic progress.

1. Primary person responsible for data processing

Rhine-Waal University of Applied Sciences
The President
Marie-Curie-Strasse 1
47533 Kleve

info@hochschule-rhein-waal.de

2. Appointed Data Protection Officer

Rhine-Waal University of Applied Sciences
Andreas Braam
Marie-Curie-Strasse 1
47533 Kleve

datenschutz@hochschule-rhein-waal.de

3. Reasons for processing your personal data

Rhine-Waal University of Applied Sciences processes your personal data in order to comply with its legal obligations. These legal obligations can necessitate the transmission of your personal data to others within the University, provided the recipient requires this data to properly perform his or her duties. Please refer to the official Enrolment Regulations, which apply accordingly.

In particular, your personal data is processed for these specific tasks:

- Creating a data record for application processing
- Creating and managing a student ID
- Producing official documentation of your studies (i.e. proof of enrolment)

- Levying student fees in connection with initial enrolment and semester re-enrolment (semester fees, tuition fees, late fees)
- Organising your studies (i.e. courses, lectures, seminars, excursions, internships)
- Exam management: scheduling and conducting exams, managing grades and notification thereof, issuing proof of participation and successful completion, certificates
- Advising services of our Study Guides related to your degree progress
- Providing information about events, offers and services of the University
- Creating electoral rolls
- Internal communication
- Levying fees in accordance with the University Library's schedule of fees
- Creating a data record in the University Library's management system, creating a library user account
- Communicating news and updates from the University Library
- Newsletter for currently enrolled students
- Launching, testing, administrating and maintaining IT systems and their applications
- Supervisory and inspection duties (i.e. auditing, internal revisions, Data Protection Officer)
- Statistical analysis, organisational analysis, quality assurance
- Compliance with documentation and reporting obligations

4. Legal basis

The legal basis for the processing of your data derives from your consent pursuant to Art. 6(1)(a) of the DSGVO.

The legal basis is further derived from our legal obligations pursuant to Art. 6(1)(c) of the DSGVO, which themselves arise from the following legislation:

- Higher Education Act of North Rhine-Westphalia (*Hochschulgesetz NRW*)
- Federal Higher Education Statistical Information Act (*Hochschulstatistikgesetz*)
- Enrolment Regulations of Rhine-Waal University of Applied Sciences

5. Categories of personal data that may be processed for the reasons listed in section 3

- Identity data, address and contact information
- Bank information, health insurance information
- Examination results
- Data collected in accordance with the Federal Higher Education Statistical Information Act (data set description)
- Data that you have voluntarily provided to us directly or through HSRW-related applications
- Photos
- Scholarship information
- Data pertaining to or taken from online activities (examples include user identification, passwords, access logs)

6. Categories of recipients

The following is a list of persons authorised to access your personal data in accordance with the aforementioned reasons for data processing. Access includes receiving personal data or being granted independent access rights, and using as little personally identifiable information as required.

At the University:

- Your faculty's staff
- Professors and other instructors in your degree programme
- Student Services / International Office
- Central Examination Office
- Finance Department
- Controlling Department
- IT Department
- Office of Strategic Communication and Marketing
- University Library
- Office of Quality Management
- Centre for Academic Development and Quality (ZfQ)
- General Student Committee (AStA)

Outside of the University:

- Honorary professors / sessional lecturers
- Responsible government ministries
- Collaborating universities (in connection with your degree programme)
- Service providers in line with the aforementioned reasons for data processing
- External IT service providers that support and maintain our IT infrastructure
- Organisations providing support and counsel to the University with regard to defending against claims and litigation

7. Transmission of data to third countries (outside of the EU)

Any instances of transmission of your data to third countries will occur only with your awareness.

In these cases, separate information will be provided.

8. Data storage periods

Access to your personal data will be restricted after your de-registration from the University and all statistical and statutory obligations have been satisfied. Any statistical analysis involving your data after this point in time will be conducted anonymously.

Your records will be archived for up to 50 years after your de-registration, at which point they will be deleted. For more information, please refer to the Guidelines for Institutional Records of Rhine-Waal University of Applied Sciences.

9. Origin of your data, where not acquired directly from you

In some cases, we can also receive your personal data in connection with nominations and/or applications through partner and collaborating universities, agencies, foundations for university-related admissions or Uni-Assist, provided that you did not apply to Rhine-Waal University of Applied Sciences directly.

10. Your rights

- Right of access to your personal data and insight into the processing thereof (Art. 15 DSGVO)
- Right to rectification of your personal data (Art. 16 DSGVO)
- Right to erasure of your data (Art. 17 DSGVO), provided no contrary legal obligations apply
- Right to restriction of processing (Art. 18 DSGVO)
- Right to data portability (Art. 20 DSGVO)
- Right to lodge complaints with the Commissioner for Data Protection for the state of North Rhine-Westphalia

Last update: May 2019