

Duty to provide information in accordance with Art. 13 of GDPR

HAWK attaches great importance to the security of your data. We are therefore providing you with information about data protection with regard to advising specific target groups: international students, prospective students and students planning trips abroad. We comply with all relevant legal provisions, in particular the EU General Data Protection Regulation (GDPR).

1. Purpose of data processing

Personal data is required in order to provide advice to international students, prospective students and students planning trips abroad.

2. Controller and contact details for data protection officer

Controller under data protection law:	HAWK data protection officer:
University of Applied Sciences and Arts (HAWK) Hildesheim/Holzminden/Göttingen Hohnsen 4 31134 Hildesheim Telephone: +49/5121/881-0 Fax: +49/5121/881-132 Email: pressestelle@hawk.de Website: http://www.hawk.de/en HAWK is a corporation under public law. It is represented in law by the President Dr Marc Hudy	Thomas Kittel Hohnsen 4 31134 Hildesheim Telephone: +49/5121/881-519 Email: datenschutz@hawk.de

3. Type of personal data

3.1. Students

Personal details

Name, gender, date/country of birth, country of origin, residency status

Contact details

Email

Current course of study

Semester, study programme

Subject of advice session

Careers, paperwork, individual concerns, examinations, psychological and social study topics, everyday studies, study methods, doubts about studying and dropping out, other issues

Other documents that may be required

School reports
University certificates
Language certificates

3.2. Prospective students

Personal details:

Name, gender, date/country of birth, country of origin, residency status

Contact details

Email

Current status

Professional status, educational institution and location, university entrance qualification

Details of desired study programme

Faculty, study programme

Subject of advice session

Application and enrolment paperwork, careers, course of study, individual concerns, range/choice of courses, form of study

Other documents that may be required

School reports
University certificates
Language certificates
Copy of passport

3.3. Graduates

Personal details:

Name, gender, date/country of birth, country of origin, residency status

Contact details

Email

Current status

Professional status, educational institution and location, university entrance qualification

Subject of advice session

Application and enrolment paperwork, careers, course of study, individual concerns, range/choice of courses, form of study

Other documents that may be required

School reports

University certificates

Language certificates

4. Legal basis

The Hildesheim/Holzminden/Göttingen University of Applied Sciences and Arts processes the personal data we collect from you in order to perform a task undertaken in the public interest as provided for in Art. 6(1)(e) of the GDPR in conjunction with Sections 3(1)(5) and 17(1) of the NHG (Lower Saxony Higher Education Act).

5. Recipient/third country transfer

Within HAWK, the data is only made available to those employees who require it in order to fulfil their duties. The exception to this would be cases where we are legally obliged to pass on such data.

We use an advice tool to assist students, prospective students and graduates. Your data is stored on a server in Germany.

6. Duration of storage

We store your personal data for a period of 5 years in order to use it in potential future advice sessions. Your personal data will be deleted 5 years after your final contact with us.

Your data will then be anonymised for statistical purposes. Anonymisation removes the personal reference by irretrievably removing all personal and identifiable characteristics.

7. Your rights as a data subject

You have the following rights with regard to your personal data (as set out in Articles 15 to 22 of GDPR):

- Right to information
- Right to rectification and completion
- Right to cancellation
- Right to object
- Right to restriction of processing

- Right to data portability/right to receive a copy

8. Right to lodge a complaint with the competent supervisory authority

You have the right to lodge a complaint with the supervisory authority if you consider that the processing of personal data relating to you represents an infringement of the law.

The competent supervisory authority is:

The State Commissioner for Data Protection in Lower Saxony, Prinzenstr. 5, 30159 Hanover. Tel. 0511/120-4500, email poststelle@lfd.niedersachsen.de

In the first instance, please contact the Central Student Advisory Service, the International Office (international@hawk.de) or the HAWK data protection officer. In most cases, questions can be clarified and complaints resolved.