

Privacy Policy for Fellowships at HWK

As a Fellow in our institute, we would like to provide you with all necessary information about the processing of your personal data in connection with your Fellowship.

Who is responsible for data processing?

Responsible in the sense of the data protection law is

Hanse-Wissenschaftskolleg (Institute for Advanced Study)
Lehmkuhlenbusch 4
27753 Delmenhorst, Germany

You will also find further information and contact details in your Fellowship Agreement.

Which of your data are processed by us? And for what purposes?

We process personal data required for the establishment, implementation, and termination of Fellowships. These encompass mainly contact details, data on your qualifications, affiliation, as well as all information required for the calculation and settlement of your stipend.

Finally, information about the results of your Fellowship (e.g. publications, final report) and their evaluation is included, which is needed, for example, for the HWK's reporting to its founders and for the scientific evaluation of the institute.

The HWK saves personal information on Fellows only insofar as it is necessary to carry out the Fellowship and comply with legally prescribed budget auditing requirements. The HWK also uses this information to maintain long-term contact with Fellows beyond their actual Fellowship period. Irrespective of this, there may always be situations in which we process personal data from you that are not or whose purposes are not mentioned here. In these cases, we will provide you with separate information on data protection-related to the respective occasion—as far as this is required by law.

On what legal basis is this done?

The legal basis for the processing of your data is Art. 6 para. 1 letter b) DSGVO (General Data Protection Regulation or GDPR). The processing of your personal data is necessary for the fulfilment of a contract.

Irrespective of this, data processing can also be carried out on the basis of a so-called balancing of interests in accordance with Art. 6 para. 1 lit. f) DSGVO. In these cases, the interest in connection with the respective processing is communicated separately.

And, finally, the HWK may also be legally obliged to process personal data in which case the legal basis is Art. 26 BDSG as well as Art. 6 para. 1 lit. c) DSGVO.

How long is the data stored?

In principle, personal data of Fellows are stored for the duration of the Fellowship or as long as the Fellows wishes to remain part of the HWK network after the end of the Fellowship period (e.g., within the HWK Alumni Club). There may be special regulations governing individual areas.

Insofar as legal obligations for the storage of information exist, these are taken into account by us. For example, there are legal obligations with regard to the financial auditing of the institute.

Insofar as there are no legal storage obligations, personal data will be deleted if further processing is no longer necessary for the execution or termination of the Fellowship or any long-term connections the Fellow may have chose to have with the institute after the termination of the Fellowship.

After termination of the Fellowship, data will be stored as long as is required by the respective law with regard to potential claims for damages of either party. Longer storage may be possible if this storage is also in the interest of the Fellow or he or she has given consent.

If, for example, you do not want us to continue to store personal data about you after the expiry of statutory storage obligations, please tell us upon you leaving the HWK. Please note that in this case we cannot help you later on if you want to receive any confirmation letters about your Fellowship or other documents that can only be generated on the basis of your personal data being available.

We will generally examine at the end of a calendar year whether and to what extent data of Fellows can be deleted because it is no longer necessary.

With whom will the data be shared?

Within the institute, a transfer of your personal data may be considered if it is necessary for the administration of your Fellowship or any other projects you are working on at the HWK.

If applicable, data is also passed on to tax authorities and, if necessary, other public bodies insofar as we are legally obliged to do so. Data may also be passed on to tax consultants and auditors.

Where is the data processed?

The data is generally processed on dedicated IT systems on our premises. Apart from administrators, only staff members concerned with the administration of your Fellowship have access to these IT systems.

If Fellowship data is processed by service providers, we ensure that this is done in compliance with data protection regulations. Personal data will not be processed outside the European Union.

Your rights as a the person affected by these privacy regulations

You have the right to be informed about the personal data we process about you.

Furthermore, you have the right to correction or deletion or to restriction of processing, as far as you are legally entitled to do so.

Furthermore, you have the right to object to the processing within the scope of the statutory provisions. The same applies to a right to data transferability.

Our data protection officer

You can contact our data protection officer at

ViCoTec IT Security & Data Protection GmbH & Co KG

Mr. Thorsten Brendel

August-Wilhelm-Kühnholz Str. 5

26135 Oldenburg

info@vicotec.de

Phone 0441-20572220

Right of appeal

You have the right to complain about the processing of personal data by us to a data protection supervisory authority.