

HPI Data Privacy Information for Prospective Students

Maßgeblich ist die deutsche Fassung dieses Dokuments. Die englische Fassung ist nur eine Übersetzung.

The German version of this document shall prevail. The English version is a convenience translation only.

Dokumentenstatus

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HPI Data Privacy Information for Prospective Students.

Hasso Plattner Institute for Digital Engineering gGmbH (hereinafter: HPI) takes the protection of personal data very seriously. We would like to inform you as our prospective students as to the personal data we collect from you and what we do with it. We will further inform you about your data protection rights and the persons responsible for answering your questions.

1 OUR PRIVACY POLICY

1.1 Contact

The responsible body within the meaning of the General Data Protection Regulation (GDPR) is:

Hasso-Plattner-Institut für Digital Engineering gGmbH
Prof.-Dr.-Helmert-Str. 2-3
14482 Potsdam
Tel.: +49 (0)331 5509 - 0
E-Mail: hpi-info@hpi.de

As the responsible body, we implement all legally required measures to protect your personal data. If you have any questions about this data protection declaration, or about the processing of your personal data, please contact our company data protection officer:

Dipl.-Inf. Bernhard Rabe
HPI Data Protection Officer (TÜV®)
Tel.: +49 (0)331 5509 - 236
E-Mail: datenschutz@hpi.de

1.2 What does the privacy policy apply to?

This data protection declaration always applies when we process your personal data (i.e., collect, save, use, transmit or delete your personal data).

1.3 What personal data do we collect from you?

Within the scope of advising and informing prospective students, HPI processes personal data for the following purposes:

- Communicating and sending information about the HPI and its programs, information events, consultation dates, application deadlines and formalities;

- Planning, conducting, follow-up and administration of consultations between the HPI and prospective students, for example on the phone, online or in person;
- Fulfilling the tasks of research and teaching;
- Improving the quality of student counseling, study and teaching services;
- Maintaining and protecting the security of our services and our websites, preventing and detecting security risks and criminal or malicious acts.

For the above-mentioned purposes HPI processes the following categories of personal data, if applicable:

- Contact information, such as first and last name, private telephone number, private mobile phone number, private e-mail address; consultation or information needs, such as preferred field of study and advice requests; results of the advice;
- Other information whose processing is required in the context of counseling by HPI, for example in the context of an application to the Digital Engineering Faculty, or which is voluntarily provided by prospective students;
- Information that is collected from publicly available sources, information databases or from information files.

The processing of personal data is necessary to achieve the above-mentioned purposes, in particular to carry out consultation and provide information as well as to fulfill the tasks of research and teaching.

1.4 Legal basis

Unless explicitly stated otherwise, the legal basis for data processing is the explicitly granted consent of the prospective student according to Article 6 paragraph 1 sentence 1 lit. a) GDPR, the performance of a public task in accordance with Article 6 paragraph 1 sentence 1 lit. e) or a legitimate interest of the HPI according to article 6 paragraph 1 sentence 1 lit. f) GDPR.

1.5 Who will get your data?

Within HPI, only those people will get access to your data who need it to protect our legitimate interests or to fulfill our contractual or legal obligations.

We may only pass on information about you if this is permitted by legal provisions or contractual agreements with you or if you have given your prior consent to do so. A legal obligation to pass on your personal data to external bodies, for example in the case of tax offices, administration of justice or law enforcement agencies (police, public prosecutor, courts) is honored.

We do not sell your personal information to any third parties!

1.6 Why and how do we use your data?

We use your data to fulfill our tasks in research and teaching. To carry out these tasks, we need your address, your e-mail address and, if necessary, your telephone number.

Insofar as photo, film, or audio recordings are made of you and published or if your personal data (e.g., anniversaries or birthdays) are published, we obtain prior consent for collection and / or further processing.

If the transmission of personal data to an external service provider is necessary for the provision of a service or answering an inquiry, we ensure by means of technical and organizational measures the legal compliance of the provisions of data protection law.

HPI also obliges the external service providers to comply with the relevant statutory data protection regulations, to treat the personal data confidentially and to delete it as soon as it is no longer required.

2 WHAT ARE YOUR RIGHTS?

You are granted various rights when it comes to the processing of your personal data based on Articles 15 to 21 GDPR. To exercise your rights, please contact our data protection officer mentioned above.

2.1 Your right to withdraw

If the processing of your personal data is based on your prior consent, you are entitled to withdraw this consent at any time with effect for the future. The processing of personal data will remain lawful until the date of receipt of your cancellation notice.

2.2 Your right to information and correction

You can request information about your personal data that we have processed. Should your data no longer be valid or applicable, you can request a correction. If your data should be incomplete, you can request its completion. If we have passed on your data to third parties, we will inform these third parties about the correction, insofar as this is required by law.

2.3 Your right to deletion of your personal data

You are entitled to request the deletion of your personal data if:

- your personal data is no longer required for the purposes for which it was collected,
- you have withdrawn your consent and there is no other legal basis,
- you object to the processing and there are no overriding legitimate grounds to justify processing,
- your personal data has been processed unlawfully, or

- your personal data must be deleted in order to comply with the legal requirements.

If there is a legal reason that requires the processing of the data, the right to deletion is excluded.

2.4 Your right to restrict the processing of your personal data

You have the right to request that the processing of your personal data be restricted if:

- the accuracy of your personal data is contested by you until we can prove the accuracy of the data,
- the processing is not lawful,
- your data is no longer required for the purposes of processing, but you need it to assert, exercise or defend yourself against legal claims, or
- you have raised an objection, as long as it is not yet been determined whether your interests prevail.

2.5 Your right to object

We may process your data on the basis of legitimate interests or in the public interest. In these cases, you have the right to object to the processing of your data. In the event of an objection, we will then only continue processing your personal data if the compelling legitimate reasons for the processing of this data demonstrably outweigh your interest in non-processing.

2.6 Your complaint right

If you are dissatisfied with our response to your request in individual cases, you are entitled to lodge a complaint with the HPI data protection officer and the responsible supervisory authority. The responsible supervisory authority is the "*Landesbeauftragte für den Datenschutz und für das Recht auf Akteneinsicht Brandenburg*" (state representative for data protection and for the right to inspect files in Brandenburg), Stahnsdorfer Damm 77, 14532 Kleinmachnow.

2.7 Your right to data transferability

You have the right to receive your personal data from us in a transferable and conventional format.

2.8 How long do we store your data?

All personal data will only be stored for as long as is necessary for the stated purpose. If the data is no longer required for the fulfillment of contractual or legal obligations, it will be deleted unless further storage is necessary.

The need for further storage arises, for example, for compliance with tax and commercial law retention periods or for obtaining evidence for legal disputes

within the statutory limitation periods. According to civil law, limitation periods can be between three and thirty years.