

Data privacy statement in accordance with the GDPR

1. Name and address of the controller

The controller as defined by the General Data Protection Regulation, other national data protection legislation of the EU Member States and other data protection provisions is:

HWR Berlin
Alumni-Management
Badensche Straße 52
10825 Berlin
alumni@hwr-berlin.de

2. Name and address of the data protection officer

HWR Berlin
Vitali Dick (DPO)
Badensche Str. 50/51
10825 Berlin
datenschutz@hwr-berlin.de

3. Information pertaining to data processing for the HWR alumni network

3.1. The purpose of data processing in the HWR alumni network

Personal data is processed for the following purposes:

- To enable contact of the person involved by the HWR Berlin
- To issue invitations to graduate surveys
- To issue invitations to events held at the HWR Berlin
- To make contact for the purpose of establishing co-operation in relevant issues in a targeted fashion.
- To provide information from the HWR Berlin and partner companies (job vacancies)

3.2. The legal foundation of data processing

Data is processed for the purposes specified in 4.1 on the basis of the consent provided by the alumnus to processing of their personal data art. 6 section 1 a GDPR. There is no contractual or legal requirement to provide the data. The provision of consent is entirely voluntarily.

3.3. The types and categories of personal data

We process the following categories and type of alumni data for the purposes named in 4.1:

	Mandatory information	Voluntary information	Required for
Basic data			
Form of address female/male/other	x		For the correct address

Title		x	
Surname, forename	x		For the correct address
Year of birth / day of birth	x		To avoid duplications
Primary contact e-mail address	x		To be able to contact alumni after their studies.
Address/country		x	For postal/personal dispatch of invitations and possibly Christmas post
National study data			
Degree qualification: Bachelor/Master/Fachwirt/Diplom/no qualification/other (e.g. member of staff/exchange ...)	x		Filter function: target group appropriate address
University / name of the university / state of the university / department / degree programme / superordinate category degree programme	x		Filter function: target group appropriate address – the degree programmes will be pre-filtered depending on the specification of the department
Year of graduation	x		Filter function Graduate survey
Previous institution		x	For the identification and allocation of older alumni
Cooperative studies yes/no	x		Filter function: target group appropriate address
Additional free field for Department 2 students (cooperative) Partner companies?		x	Target group-appropriate address (as feature of Dept. 2)
Study data international			

Study abroad Country	x		To facilitate the filtering and contact of international students
Dual award programme (only applies to Dept. 1) / partner university dual award programme	x		See above
Exchange programme / partner university exchange programme	x		See above
Professional data			
<ul style="list-style-type: none"> - Activity - Branch - Employer 		x	To make it easier for us to follow the career of HWR alumni and to ask certain alumni in a targeted fashion whether they would like to become part-time lecturers and expert speakers.
Start-up data			
I am/was a participant in the Startup Incubator Berlin (SIB) of the HWR Berlin:		x	To make it easier for us to follow the career of HWR graduates who started their own business (entrepreneur) and to ask certain alumni in a targeted fashion whether they would like to become trainers
<ul style="list-style-type: none"> - I am/was an entrepreneur - I am/was a co-entrepreneur - The start-up still exists: yes/no 		x	See above
Other			
Voluntary work		x	For purpose of consent for inquiries

Newsletter		x	For purpose of consent to receipt of newsletter
Data protection statement	x		Acknowledgement of the data privacy statement

3.4. Recipients or categories of recipient of the personal data

Personal data relating to our alumni may not be passed on to third parties. Should the HWR receive any inquires to this end, contact will be established via the HWR alumni management.

3.5. Data transfer to a third country or an international organization

The HWR Berlin will not pass on any data to a third country or an international organization.

3.6. Saving data and deleting deadlines

The data is saved in Germany or the EU only. The data will be saved until consent has been revoked or as soon as an alumni cannot be contacted by e-mail and the receipt of three error messages pertaining to the impossibility of contacting this address. The data will also be deleted if an alumnus invokes their right in accordance with art. 13 (2) b GDPR to have their data deleted.

3.7. Origin of the data

The data is collected exclusively from you. No data is collected from third parties.

3.8. Data processing

The data provided voluntarily by the alumni is being processed by a service provider on behalf of and under the responsibility of the HWR Berlin. This provider was selected within the scope of a careful testing procedure. This procedure checked the technical and organizational security measures which this service provider takes to guarantee an adequate level of data protection.

The HWR Berlin is the contact partner for those affected and is responsible for compliance with data protection specifications. The person affected can contact the service provider to assert their rights. The service provider is liable only for the obligations imposed upon him.

The service provider provides the web applications, the databases, the server and the maintenance of the applications. The data provider is:

Stellenticket GmbH
 Oderberger Str. 56
 10435 Berlin
 Tel.: +49 30 57707448-0
 Fax: +49 30 57707448-9
 e-mail: info@stellenticket.de
 Web: www.stellenticket.de

3.9. The use of cookies

Cookies are small text files containing information which our web server sends to your browser when our website is accessed. A session cookie is set every time the website is accessed.

The session cookie is saved for the duration of the use of the website. Only a session ID will be saved with the user. The cookie authenticates the user to the system. The session cookie

will be deleted after the session has been ended. No further use will be made of the session cookie.

Cookies are central to the functioning of our website and cannot be deactivated in our system. This is required in order to ensure data security and to prevent unauthorized access to third-party data. Consent is not required, as this cookie is fundamental to the operation of a service which you have ordered. You can perform settings on your web browser at any time to prevent cookies from being set and in this way, rule out the use of cookies permanently.

4. General information about data processing at the HWR Berlin

4.1. Scope of application

This data privacy statement applies to the processing of personal data gathered within the scope of the HWR Berlin Alumni network in accordance with art. 4.1 GDPR and art. 4.2 GDPR.

4.2. The scope of personal data processing

We only process the personal data of our users if this is required for the provision of a functional service and is required by our contents and services. The regular processing of the personal data of our users is performed only after they have issued us with their consent. An exception is made in cases in which actual reasons mean that it is not possible to obtain previous consent and that the law permits processing of the data.

4.3. The legal basis for processing personal data

As far as we obtain permission for processing personal data from the person involved, art. 6 section 1a) EU General Data Protection Regulation (GDPR) serves as the legal basis. Should it be necessary to process personal data in order to fulfil a contract and the person affected is the contracting person, art. 6 section 1 b) GDPR serves as the legal basis. This also applies to processing required to perform pre-contractual measures. As far as it is necessary to process personal data in order to fulfil a legal requirement to which the HWR Berlin is subject, art. 6 section 1 c) GDPR serves as the legal basis. Should the vital interests of the person affected or another natural person require the processing of personal data, art. 6 section 1 d) GDPR serves as the legal basis.

4.4 Deleting data and the duration of data storage

The personal data of the person affected will be deleted and as soon as the person affected have objected to this.

4.5. The rights of the person affected by the processing

The person affected by the data processing has rights which they can assert against the HWR Berlin in accordance with art. 13 – 23 GDPR. The following section provides an overview of the most important rights.

- The right to information following the collection of personal data in accordance with art. 13 GDPR
- The right to information if the personal data was not collected from the person affected in accordance with art. 14 GDPR
- The right to information about the data saved by the controller (HWR Berlin) in accordance with art. 15 GDPR
- The right to rectification of the data saved by the controller (HWR Berlin) in accordance with art. 16 GDPR
- The right to erasure of the data saved by the controller (HWR Berlin) in accordance with art. 17 GDPR
- The right to restriction of processing of the data saved by the controller (HWR Berlin) in accordance with art. 18 GDPR

- The right to notification in conjunction with the correction or deletion of personal data or restriction of its processing in accordance with art. 19 GDPR.
- The right to data portability in accordance with art. 20 GDPR - the person affected has the right to receive itemization of the personal data held pertaining to them in a structured, conventional and machine-readable format.
- The right to object to the processing of personal data which has been processed on the basis of article 6 section 1 or in accordance with art. 21 GDPR.
- The right to information about the infringement of the protection of personal data of the person affected in accordance with art. 34 GDPR

4.6. Right of information

You can require confirmation from the HWR Berlin as to whether we process your personal data.

Should we process your data, you can require the following information from the HWR Berlin:

- The purposes for which the personal data is processed.
- The categories of personal data which are processed
- The recipient(s) or the categories of recipient(s) to which your personal data has been or will be disclosed.
- The planned duration for which your personal data will be saved; or if specifics pertaining to this are not possible, criteria for determining the duration of data storage.
- The existence of a right to amending or deleting your personal data, the right to restricting the processing of the data by the person responsible for this or the right of objection to this processing.
- All available information about the origin of the data, if the personal data is not collected from you.
- The right to be informed whether personal data is transmitted to a third country or an international organization.

4.7. Exercising rights

In order to exercise the rights of the data subject, he/she may submit a request through our web portal at the following [LINK](#)¹.

There is also the right to revoke the declaration of consent under data protection law at any time with effect for the future, whereby the revocation does not affect the lawfulness of the data processing carried out on the basis of the consent until the revocation (Art. 7 para. 3 GDPR). The revocation of consent is also made via the above mentioned link.

In disputed cases, those affected can consult the official data protection officer of the HWR Berlin. To do so, the user must send an e-mail: to datenschutz@hwr-berlin.de or contact them by post.

Those affected also have the right to lodge a complaint about the HWR Berlin with a supervisory authority. The responsible supervisory authority in Berlin is

Berliner Beauftragte für Datenschutz und Informationsfreiheit
Friedrichstr. 219
10969 Berlin
mailbox@datenschutz-berlin.de

4.8. Data security

We deploy suitable technical and organizational measures to guarantee the comprehensive safety of your personal data during processing and especially during transmission, as far as

¹ https://dsgvo2.ds-manager.net/jd8g73mg9/anfrage_meldung.html?key=5oZEoda8bochZm09

is required and in accordance with the current state of the technology. As far as a service provider is involved in processing the data, we will select them carefully and check compliance with the provisions of art. 28 GDPR.

5. The edition of, changes to and validity of the HWR Berlin general data protection statement

This data protection statement was last altered in 08/2020. We reserve the right to update this data privacy statement regularly so as to take into account current legal requirements and technical alterations and in order to perform our services and provisions in a manner compliant with the data protection regulations. We will inform you of any significant changes to the legal framework. Should any changes be made to the points listed under section 4, we will send an updated consent form to our alumni.