



Information on data privacy and the use of your data by the Career & Alumni Service of the Berlin Professional School

Please read the following information before you apply to the Alumni Programme.

The Berlin Professional School (BPS) of the Berlin School of Economics and Law (HWR Berlin) takes your data privacy very seriously and aligns itself on the subject of data protection with the General Data Protection Regulation (GDPR), which is applicable throughout the EU.

It is explained below why the HWR Berlin collects your data through the Career & Alumni Service and for which purposes the data is used.

General information | Data protection officer

The data controller for the data processing through the Career & Alumni Service of the BPS is the Berlin School of Economics and Law (HWR Berlin). The following contact options are available:

Hochschule für Wirtschaft und Recht Berlin (HWR Berlin)
Badensche Straße 52
10825 Berlin

The HWR Berlin is happy to answer your questions on data privacy. Send us an email bps-alumni@hwr-berlin.de

Data Protection Officer: Vitali Dick (HiSolutions)

Email: datenschutz@hwr-berlin.de

Alumni directory

The alumni directory is a data processing program that is not publicly accessible. Registration in the alumni network of the BPS is voluntary and free of charge, and is carried out by means of specific registration forms that are available from the BPS Career & Alumni Service.

Data storage and access

During the registration process, the alumni are prompted to give their consent to the storage of data. The data is transferred into the alumni directory only if this consent is given.

Only the employees of the BPS Career & Alumni Service have access to the alumni directory and maintain it.

Disclosure of data

The disclosure of alumni data to third parties is expressly prohibited. In enquiries from third parties, contact is exclusively through the Alumni & Career Service, and contact with the enquiring third party will be established only after consent has been given by the party involved.

Legal Basis

The legal basis for the processing is the consent to data processing in accordance with Art. 6 paragraph 1(a) GDPR. The legality of the processing remains unaffected until revocation of the consent. There is neither a contractual nor a statutory obligation to provide the data.

Data processing, types and categories of personal data

The Alumni Directory contains fields for the following personal data, which is extracted from the various registration forms as sources. It must be noted here that there are discrepancies in data consistency, since not all alumni are always required to provide information for all fields.

- Gender (male/female/other)
- Academic title
- First name (mandatory field)
- Family name (mandatory field)
- Programme (mandatory field)
- Year programme began (mandatory field)
- Year of graduation (mandatory field)
- Email (mandatory field)
- Street, house number
- Postcode
- City
- Country
- Date of registration/amendment
- Interest in activities

Additions:

The BPS Career & Alumni Service asks alumni to indicate their interest in active engagement in the BPS. This serves the exclusive purpose of specifically and expediently addressing those alumni who want to show their commitment.

The professional expertise of our alumni is of great value to the students. For this reason, we make every effort to set up and promote contact between the alumni and the students. In this context, it is interesting for the BPS Career & Alumni Service to hear which professional positions our alumni work in. For this reason, contact with alumni in Xing and LinkedIn is also established by the Career & Alumni Service. To this end, the Career & Alumni Service actively searches for BPS alumni (as well as its preceding institutes) in Xing/LinkedIn and invites alumni to join the BPS's Xing/LinkedIn alumni groups (BPS Community). Non-participation on Xing/LinkedIn has no influence on participation in the alumni network.

To enable alumni of the distance-learning programmes to have access to alumni-relevant courses on the HWR Berlin's Moodle learning platform, also after the end of the programme, the Career & Alumni Service passes on first name, family name and email address to the staff of the HWR e-learning team. The e-learning team uses the data to set up a personal alumni account for the alumna/alumnus. The personal access data for the alumni Moodle account will be sent to the alumni by post.



Data maintenance/updates

We want to explicitly point out that we are legally obliged to save data properly and correct incorrect data. Likewise, publicly accessible data in the database can be supplemented or data existing on this basis may be corrected.

Data can be updated by contacting the Career & Alumni Service directly at bps-career@hwr-berlin.de.

Use of alumni data

The use of the data saved in the database is used specifically for the purposes of

- contact between the BPS and HWR Berlin and the alumni
- invitations to events of the BPS and HWR Berlin
- contact for the purposes of collaboration on alumni-relevant topics
- forwarding job offers and career-relevant information
- invitations to the Xing and LinkedIn career networks
- setting up a Moodle account and sending the access data

Duration of retention of alumni data in the database

The personal data in the alumni directory is saved until revoked by the alumni or for a maximum of 20 years.

Right of revocation

The alumni have the right at any time to demand the deletion of their data. To exercise this right, please send a message to this effect to the BPS Career & Alumni Service by email (bps-career@hwr-berlin.de).

Right to deletion, restriction of processing and to data portability

If there is no longer any authorisation for the use of collected personal data or if the data subject revokes their consent to its use, HWR Berlin undertakes to delete or block this data (Art. 17 GDPR).

Furthermore, according to Art. 18 GDPR, alumni have the right to restrict the processing of personal data when one of the reasons stated there applies.

According to Art. 20 GDPR, data subjects have the right to the transfer of their own personal data to a provider if the processing is based on consent or on the basis of a contract.

Right to information

The BPS Career & Alumni Service provides each alumna/alumnus at any time with complete information about data pertaining to them stored in the alumni directory. A prerequisite for the release of the data is clear identification of the person making the request. Without prior verification as to whether the applicant is in fact the alumnus concerned, the Alumni Program will refuse to disclose the data in order to protect the interests of all alumni in the database.

Right to lodge a complaint

Data subjects have the right to lodge a complaint with the supervisory authority responsible for the Berlin School of Economics and Law.

Berliner Beauftragte für Datenschutz und Informationsfreiheit

Friedrichstr. 219

10969 Berlin

mailbox@datenschutz-berlin.de

Do you have any further questions?

Please contact the BPS Career & Alumni Service:

HWR Berlin

Berlin Professional School

BPS Career & Alumni Service

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