



## **INFORMATION ON THE PROCESSING OF YOUR PERSONAL DATA WITHIN THE SCOPE OF THE AWARD OF POSTDOCTORAL SCHOLARSHIPS PURSUANT TO ARTICLE 13 OF THE GENERAL DATA PROTECTION REGULATION (GDPR)**

This data protection information describes how your personal data is processed within the scope of the award of postdoctoral scholarships by Paderborn University. By issuing this data protection information, Paderborn University is complying with its duty to provide information pursuant to Article 13 of the EU General Data Protection Regulation (GDPR). With regard to the terms used in the following, e.g. “personal data”, “processing”, “controller” etc., please refer to the definitions in Article 4 of the GDPR.

### **1. Names and contact details**

The entity responsible for processing your personal data within the scope of the award of postdoctoral scholarships is Paderborn University, a legal corporation under public law funded by the German state of North Rhine-Westphalia. Paderborn University is represented by the President.

#### **1.1 Contact details of the Controller**

Paderborn University  
Warburger Str. 100  
33098 Paderborn, Germany  
Tel.: +49 5251 60-0  
Website: <https://www.uni-paderborn.de>

#### **1.2 Contact details of the Data Protection Officer**

The Data Protection Officer of Paderborn University can be contacted at the Controller’s postal address specified above or using the following contact details:

E-mail: [datenschutz@uni-paderborn.de](mailto:datenschutz@uni-paderborn.de)  
Tel.: +49 5251 60-4444  
Website: <https://www.uni-paderborn.de/datenschutz/>

## **2. Data categories, purposes and legal bases with regard to the processing of your personal data**

Within the scope of postdoctoral scholarships, Paderborn University will process your personal data as follows for the following purposes and in line with the legal bases listed below:

### **I. Application, selection and administration**

- Name (first name and surname), including name affixes (e.g. post-nominals, any title(s))
- Contact details
- Date of birth
- Nationality
- Faculty
- Curriculum vitae
- PhD certificate including transcript of grades
- List of publications
- Information about the research project / postdoctoral dissertation/project
- Information about integration into the curricula and teaching programme of the faculty if relevant
- Expert opinion of the cooperating university professor as well as an expert opinion of an external scientist from the narrow subject area of the research project/habilitation. Digital reprints of the most important publications
- Digital copy of the dissertation on request
- Confirmation from the relevant faculty for use of infrastructure

## **II. Additional data for budgeting and disbursement purposes**

- Bank details
- Tax data (tax ID no. and name of competent tax office)
- Marital status (age and number of children, where applicable)
- Where applicable, data on children (birth certificate, parental allowance notice)

## **III. Forenquiries and advice (contact management)**

- Name (first name and surname), including name affixes (e.g. post-nominals, any title(s))
- E-mail address(es)
- Tel. no./nos
- Faculty, institute, department
- Any other personal data that may result from enquiries and advice

## **IV. Makingand/or publication of recordings and/or publication of other personal data**

- If applicable, taking and publication of photographs and in this context, if applicable, publication of first name and surname including name affixes (e.g. academic degrees, titles of all kinds), as well as other personal data (title of the research project/habilitation, faculty and funding period) on the Paderborn University website and in Paderborn University press releases
- Where relevant, publication on Paderborn University's official social media channels such as Facebook, Instagram, Twitter and You Tube to the extent described above.

## **V. Statistical analysis**

- Anonymised data from I

The purpose of processing your personal data is to conduct the postdoctoral scholarship selection process and, if selected, to award you a postdoctoral scholarship (including administration); postdoctoral scholarships are awarded for research purposes and to support and promote early-career researchers and junior academics.

The legal basis for processing your personal data within the scope of the application process, advice given, and in the event of publication (name and/or photograph etc.) is provided by your consent pursuant to Article 6, Para. 1 (1) a) of the GDPDR; if applicable Article 9, Para. 2 a) of the GDPDR, provided that the subject of this data processing is sensitive data (for example, health-related data in a CV).

The processing of your personal data within the scope of scholarship administration and for statistical analyses, for example, is necessary for the performance of tasks by Paderborn University in the public interest. The legal basis is Article 6, Para. 1 (1) e), Para. 3 b) of the GDPR in conjunction with § 3, Para. 1 of the North Rhine-Westphalia Data Protection Act (DSG NRW) in conjunction with § 3, Para. 1 of the North Rhine-Westphalia Higher Education Act (HG NRW) in conjunction with the university's Framework Guidelines on the Award of Postdoctoral Scholarships; where applicable, Article 9, Para. 2 a) of the GDPR, where sensitive data is (has) to be taken into account.

With regard to scholarship payments, Paderborn University is also legally obliged to transmit personal data provided by you to the competent tax authority as part of a tax disclosure report. The legal basis for this is Article 6, Para. 1 (1) c), Para. 3 b) of the GDPR in conjunction with § 2, Para. 1 of the German Transaction Reporting Regulations (MV).

### **3. Transfer of your personal data**

Your personal data, which will be processed by Paderborn University within the scope of the award of postdoctoral scholarships, will in principle not be transferred to any third parties without your consent and subject to the transmission of data described below.

Within the Paderborn University, your contact details (name, e-mail address, telephone number, faculty, details of the research project/ habilitation, name of the cooperating university professor) will be passed on to the Jenny Aloni Center for Early-Career Researchers so that you can receive information about qualification offers from there.

In addition to the transmission of personal data to the competent tax authority as part of a tax disclosure report on postdoctoral scholarship payments, as already described under Section 2, in individual cases, data may also be



transferred in compliance with a legal requirement. If (technical) service providers are given access to personal data, this is done, if necessary, on the basis of a contract pursuant to Article 28 of the GDPR. For data processing that takes place with other data controllers, this is done, if necessary, on the basis of an agreement pursuant to Article 26 of the GDPR.

In principle, no personal data will be transferred to countries outside the European Economic Area (EEA) and associated countries (no “third country transfer”).

Your recording(s) will also be used for the following social media channels of Paderborn University:

- Facebook/ Facebook data policy: <https://www.facebook.com/about/privacy/>
- Instagram/ Privacy policy of Instagram: [https://help.instagram.com/519522125107875/?maybe\\_redirect\\_pol=0](https://help.instagram.com/519522125107875/?maybe_redirect_pol=0)
- Twitter/ Privacy policy of Twitter: <https://twitter.com/de/privacy>

YouTube/ Privacy policy of YouTube: <https://policies.google.com/privacy>

#### **Important note if your personal data is made available online:**

Please be aware that if your personal data is published online, it will be possible for any person worldwide to access this personal data – for example with the help of search engines (e.g. Google). It will thereby be possible for personality profiles to be created (profiling), by linking this data with other data about you that is available online. Your data may also be used in this way by third parties for other purposes beyond the control of Paderborn University. Search engine archiving functions (see e.g. [www.archive.org](http://www.archive.org)) allow such data to be accessed even when the information has already been removed from or edited on the Paderborn University website. With the publication of your personal data online, data may also be transferred to countries outside the EU and may be stored and used there for unknown purposes. It may be the case that the relevant data protection laws or regulations, or the application of these, have a lower level of protection in the recipient country than in the EU and that you will not be able to assert your rights there.

#### **4. Duration of storage of your personal data**

If and to the extent that the processing of your personal data is based on your consent, your data will be stored only until you withdraw your consent, unless there is another legal basis for processing (Article 17, Para. 1 b) of the GDPR).

The personal data of applicants for postdoctoral scholarships whose application is not approved will be erased/destroyed in accordance with data protection law at the latest six months after the selection process has been completed.

The personal data of applicants for postdoctoral scholarships whose application is approved will be deleted or destroyed in accordance with data protection law one year after the end of the funding period.

Basic data concerning postdoctoral scholarship applicants, postdoctoral scholarship holders, faculty, postdoctoral project and details of the selection decision, as well as the final report required of the postdoctoral scholarship holders will be stored in Paderborn University’s records pertaining to scholarship awards for 10 years and then erased. Where appropriate, documents will be transferred to the University Archives and generally stored there indefinitely.

The personal data of postdoctoral scholarship holders pertaining to scholarship payments will be deleted/erased in accordance with data protection law 10 years after the end of the funding period.

#### **5. Your rights as a data subject**

As a data subject, you may assert the rights granted to you by the GDPR at any time; these are:

- The right to know if and what personal data concerning you is being processed, in accordance with Article 15 of the GDPR, § 12 of the DSG NRW
- The right to have any inaccurate personal data concerning you rectified or incomplete personal data completed, in accordance with Article 16 of the GDPR
- The right to have your personal data erased, in accordance with Article 17 of the GDPR, § 10 of the DSG NRW



- The right to restrict the processing of your data, in accordance with Article 18 of the GDPR
- The right to receive the personal data concerning you, in accordance with Article 20 of the GDPR

## **6. Right to withdraw your consent and to object to the processing of your personal data**

Any consent that may have been granted can be revoked (withdrawn) in whole or in part at any time without providing a reason. The withdrawal of consent shall not affect the lawfulness of processing based on the consent before its withdrawal (Article 7 (3) GDPR). Consequently, Paderborn University will no longer be permitted to process your data on the basis of this consent in the future and must erase your personal data in accordance with data protection law, unless there is another legal basis for processing (Article 17, Para. 1 b) of the GDPR). If you wish to withdraw your consent in whole or in part, please contact the relevant contact person for the scholarship advertisement or send an e-mail stating the subject to: [datenschutz@uni-paderborn.de](mailto:datenschutz@uni-paderborn.de). In the event that you withdraw your consent to the processing of your personal data during the postdoctoral scholarship application procedure, it will no longer be possible to consider you in the award process. In the event that you withdraw your consent for recordings and/or in a publication (of data on) your person, you will not be able to participate in the certificate award ceremony in the case of an award.

In accordance with Article 21 of the GDPR, you have the right to object, on grounds relating to your particular situation, at any time to the processing of personal data concerning you which is collected on the basis of Article 6, Para. 1 (1) (e) of the GDPR. The right to object pursuant to Article 21 GDPR vis-à-vis a public body does not apply if there is a compelling public interest for the processing that overrides the interests of the data subject or if a legal provision requires the processing (Article 14 DSGVO NRW). If you wish to exercise your right to object pursuant to Article 21 of the GDPR, please contact the relevant contact person for the scholarship advertisement or send an e-mail stating the subject to: [datenschutz@uni-paderborn.de](mailto:datenschutz@uni-paderborn.de). In the event that you object to the processing of your personal data within the scope of scholarship administration, the postdoctoral scholarship for which you have applied may not be awarded or may no longer be awarded.

## **7. Right to lodge a complaint**

In addition to the aforementioned rights, you also have the right to lodge a complaint with a data protection supervisory authority (Article 77 GDPR) if you believe that the processing of personal data relating to you infringes this regulation; for example, the complaint can be submitted to the state commissioner responsible for overseeing the university: Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen (State Commissioner for Data Protection and Freedom of Information in North Rhine-Westphalia), Kavalleriestr. 2-4, 40213 Düsseldorf, Germany; Tel.: +49 211 38424-0, e-mail: [poststelle@ldi.nrw.de](mailto:poststelle@ldi.nrw.de)

## **8. Validity of the data protection information**

Paderborn University reserves the right to amend this data protection information in order to revise it in compliance with any changes in relevant laws or regulations or to better serve your needs. The valid and applicable version of this data protection information is the latest version published by Paderborn University. Please therefore note the current version number of the data protection information.

Paderborn University  
Division 2 / 2.2  
Katharina Patz  
Warburger Straße 100  
33098 Paderborn, Germany

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## DECLARATION OF CONSENT – DOCTORAL SCHOLARSHIP, PADERBORN UNIVERSITY

First name, surname: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Department/Faculty: \_\_\_\_\_

By signing this form,

- I hereby consent, pursuant to Article 6, Para. 1 (1) a) of the GDPR, to Paderborn University processing my personal data, as provided by me in my scholarship application and transmitted by me to Paderborn University, for the purpose of awarding a scholarship (including contact management). Where my information includes sensitive data according to Article 9, Para. 1 of the GDPR (e.g. health-related data in my curriculum vitae), I expressly consent, pursuant to Article 9, Para. 2 a) of the GDPR, to the processing of this data for the purpose of awarding a scholarship. *Note: Sensitive data is not actively requested by Paderborn University.*
- I hereby consent, pursuant to Article 6, Para. 1 (1) a) of the GDPR, that in the event of a scholarship being awarded to me, Paderborn University will publish the following personal data about me within the scope of their PR:

(Selection optional):

### Publication with and without photographs

- Taking photographs of me in connection with the award/certificate award ceremony and publication of these photographs on the Paderborn University website and in Paderborn University press releases.
- Publication of other information about me (first name and surname, including name affixes, faculty, details about the research project within the scope of the postdoctoral scholarship, funding period) with reference to the award/certificate award ceremony on the Paderborn University website and in Paderborn University press releases.
- Taking photographs of me in connection with the award/certificate award ceremony and publication of these photographs on official Paderborn University social media channels (Facebook, Instagram, Twitter and YouTube).
- Publication of other information about me (first name and surname, including name affixes, faculty, details about the research project within the scope of the postdoctoral scholarship, funding period) with reference to the award/certificate award ceremony on official Paderborn University social media channels (Facebook, Instagram, Twitter and YouTube).



**Collaboration with the Jenny Aloni Center for Early-Career Researchers**

- Disclosure of personal data such as first and last name including name affixes, e-mail address, telephone number(s), funding period, faculty affiliation, details of my research project/ habilitation (title, brief description), name of the cooperating university professor(s) to the Jenny Aloni Center for Early-Career Researchers at Paderborn University for the purpose of being able to receive qualification offers from the Jenny Aloni Center for my career development.

By signing this form, I hereby confirm

- the accuracy and completeness of the information provided in my scholarship application and the authenticity of all data transmitted in both digital and paper form. I am aware that if any information is incorrect or inaccurate, funding may be revoked and any funds already received subject to repayment.
- that I have received and have read and understood the information sheet on the processing of my personal data pursuant to Article 13 of the GDPR within the scope of the award of postdoctoral scholarships.
- that I have read and accept Paderborn University's guidelines for awarding postdoctoral scholarships (Last changed: FK 13/06/2023).

Your consent to the processing of personal data in the above stages is voluntary. You have the right to withdraw your consent, in whole or in part, at any time, without giving a reason. The withdrawal of consent shall not affect the lawfulness of processing based on the consent before its withdrawal (Article 7 (3) GDPR). Consequently, your data will no longer be able to be processed on the basis of this consent in the future and your personal data must be erased, unless there is another legal basis for processing (Article 17, Para. 1 b) of the GDPR). If you wish to withdraw your consent in whole or in part, please contact the relevant contact person for the call for applications or send an e-mail to [datenschutz@uni-paderborn.de](mailto:datenschutz@uni-paderborn.de).

**Please note:**

Without confirmation of the correctness and completeness as well as without a declaration of consent to the data processing of your personal data, participation in the award procedure for postdoctoral scholarships is not possible. In the event of a revocation of your declaration of consent for recordings and/or publications (of data on) your person, it will no longer be possible to consider you in the award process in the case of an award. In the event that you withdraw your consent to the publication of data about you, you will not be able to participate in the certificate award ceremony.

Place, date \_\_\_\_\_

Signature of scholarship applicant \_\_\_\_\_