

## INFORMATION ON THE PROCESSING OF YOUR PERSONAL DATA WITHIN THE SCOPE OF THE AWARD OF PRIZES FOR OUTSTANDING MASTER THESES PURSUANT TO ARTICLE 13 OF THE GENERAL DATA PROTECTION REGULATION (GDPR)

Version 4.0 from 01.07.2024

This data protection notice describes how your personal data is processed within the scope of the award of **prizes for outstanding master theses** by Paderborn University. By issuing this data protection notice, 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 **prizes for outstanding master theses** 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 Name and contact details of the Controller

Paderborn University  
Warburger Str. 100

33098 Paderborn, Germany

Tel.: +49 5251 60-0

Web: <https://www.uni-paderborn.de>

#### 1.2 Contact person in the faculty / organisational entity

Dean's Office of the Faculty of xxxx

Tel.: [+49 5251 60-...]

E-mail: [...(at)uni-paderborn(dot)de]

Website: [[https://www.uni-paderborn/...](https://www.uni-paderborn/)]

#### 1.3 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 (see Section 1.1) or using the following contact details:

E-mail: [datenschutz@uni-paderborn.de](mailto:datenschutz@uni-paderborn.de)

Tel.: +49 5251 60-4444

Web: <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 **prizes for outstanding master theses**, Paderborn University will process your personal data as follows for the following purposes and in line with the legal bases listed below:

The documents must be submitted jointly by the nominator and the nominee.

#### I. Nomination or application, selection and administration

- Name (first name and surname) including name affixes (e.g. academic titles, any other kind of title)

- Date of birth
- Contact details
- Faculty, institute, department
- Copy of the submitted and assessed Master's thesis
- Abstract of a maximum of 3,000 characters (including spaces) stating a concise, generally understandable title of the Master's thesis
- Letter of recommendation for the awarding of the prize from the supervising university lecturer
- Two reviews from supervising or examining university lecturers
- Grades of the university entrance certificate and the Master's degree certificate
- Curriculum vitae in tabular form
- Special life circumstances during the Master's studies (family, financial or personal)
- If applicable, further personal data that may arise from the details provided

## II. For budgeting and payment purposes

- Bank account details

## III. For enquiries and advice (contact management)

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

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

- Taking photographs of you during the award ceremony and publishing them on the Paderborn University website and in press releases
- Publication of further personal details (first and last names including name affixes, faculty affiliation, details of the Master's thesis) with reference to the award ceremony on the Paderborn University website and in press releases
- Taking photos of you during the award ceremony and publishing them on the official social media channels (Facebook, Instagram and YouTube) of Paderborn University
- Publication of further information about you (first and last name including name affiliations, faculty affiliation, information on the Master's thesis) with reference to the award ceremony on the official social media channels (Facebook, Instagram and YouTube) of Paderborn University
- Taking photos of you during the award ceremony and publication of the photos in the following print media [Paderborn University New Year's Reception brochure]
- Publication of further personal details (first and last names including name affixes, faculty affiliation, details of the Master's thesis) with reference to the award ceremony in the following print media **[Brochure for the New Year's Reception of Paderborn University]**

## V. Statistical analysis

- Anonymised data from paragraph I.

The purpose of processing your personal data is the selection and, if applicable, the awarding of a **prize for outstanding master theses** including processing (acceptance and rejection letters, issuing of certificates, payment of prize money, press coverage) in recognition of your outstanding Master's thesis.

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

The processing of your personal data within the scope of prize award 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) of the GDPR, Para. 3 (1) b) of the GDPR in conjunction with the Data Protection Act North Rhine-Westphalia (DSG NRW) § 3 Para. 1 in conjunction with the Higher Education Act North Rhine-Westphalia (HG NRW) § 3 Para. 1 in conjunction with the current version of the Paderborn University call for applications for the award of prizes; Article 6, Para. 1 (1) e) of the GDPR in conjunction with § 17 Para. 1 of the Data Protection Act of North Rhine-Westphalia, as well as Article 9, Para. 2 a) of the GDPR if applicable, if sensitive data according to Article 9, Para. 1 of the GDPR are also processed in the course of awarding a prize.

### 3. Transfer of your personal data

Your personal data, which will be processed by Paderborn University within the scope of the award of **prizes for outstanding master theses**, will in principle not be transferred to any third parties without your consent and subject to the transmission of data described below. In addition to the transmission of personal data to the competent tax authority as part of a tax disclosure report on prize payments and the transfer of payment information to the State Office for Salaries and Pensions (LBW), in individual cases, data may also be transferred in compliance with a legal requirement. Where (technical) service providers have access to personal data, this access will be regulated on the basis of an arrangement pursuant to Article 28 of the GDPR. For data that is processed jointly with other data controllers, this joint processing will, where required, be regulated on the basis of an arrangement pursuant to Article 26 of the GDPR.

The University Society Paderborn is the sponsor of prizes for outstanding master theses. For award purposes, [name, bank account details, faculty affiliation, certificate, topic and grade of the Master's thesis of the selected award winners will be transmitted to the University Society Paderborn.

In principle, no personal data will be transferred to countries outside the European Economic Area 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/ Instagram privacy policy: [https://help.instagram.com/519522125107875/?maybe\\_redirect\\_pol=0](https://help.instagram.com/519522125107875/?maybe_redirect_pol=0)
- YouTube/ Youtube privacy policy: <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 declaration of consent, unless there is another legal basis for processing (Article 17, Para. 1 b) of the GDPR).

The personal data of nominated persons or applicants for a **prize for outstanding master theses** whose application is not approved will be erased/destroyed in accordance with data protection law at the latest six months after the application process has been completed.

Data concerning the nominated persons or applicants for a **prize for outstanding master theses**, the prize winner(s), project team, faculty, research proposal and details of the selection decision will be stored in the selection committee minutes for ten years and then deleted. Where appropriate, documents will be transferred to the University Archives and generally stored there indefinitely. All other data of award winners whose application is approved (with the exception of the disbursement data mentioned below) will be deleted/destroyed one year after funding.

The payment data relating to the award winners will be deleted/destroyed 10 years after funding.

#### 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, in conjunction with § 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 declaration of 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 declaration of 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 declaration of consent to the processing of your personal data during the application procedure for a **prize for outstanding master theses**, it will no longer be possible to consider you in the award process. In the event that you withdraw your declaration of consent to the transmission of your personal data to the University Society Paderborn, your continued participation in the award process depends on the specific award criteria in that individual case. In the event that you withdraw your declaration of consent to recordings and/or the publication of data about you, you will not be able to participate actively in the prize award ceremony (as a prize winner) in the event of receiving a prize.

In accordance with Article 21 of the GDPR, you have the right to object at any time, on grounds relating to your particular situation, 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 DSG 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 call for applications or send an e-mail 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 prize administration, the prize for which you have applied 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 this data protection notice

Paderborn University reserves the right to amend this data protection notice 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 notice is the latest version published by Paderborn University. Please therefore note the current version number of the data protection notice.

To  
Paderborn University  
Faculty of xxxx  
Contact person in faculty  
Warburger Straße 100  
33098 Paderborn, Germany

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## DECLARATION OF CONSENT – PRIZE FOR OUTSTANDING MASTER THESES, PADERBORN UNIVERSITY

First name and 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 application for a **prize for outstanding master theses** and transmitted by me to Paderborn University, for the purpose of application for a prize (including contact management and the transfer of personal data necessary for awarding a prize/processing purposes [Name, bank account details, faculty affiliation, certificate, topic and grade of the Master's thesis of the selected award winners] to the Paderborn University Society as funding organisation.

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 prize. *Please note:* Paderborn University does not actively collect sensitive data.

I hereby consent, pursuant to Article 6, Para. 1 (1) a) of the GDPR, that in the event of a prize being awarded to me, Paderborn University will publish the following personal data about me within the scope of their PR:

**(the selection is optional):**

### **A Publication with and without photographs**

- Taking of photographs of me in connection with the prize 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, funding period) with reference to the prize award ceremony on the Paderborn University website and in Paderborn University press releases
- Taking of photographs of me in connection with the prize award ceremony and publication of these photographs on official Paderborn University social media channels (Facebook, Instagram 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 research prize, funding period) with reference to the prize award ceremony on official Paderborn University social media channels (Facebook, Instagram and YouTube)

**B Contents for publication in the 'New Year's Reception' brochure**

- Publication of a photo and brief curriculum vitae provided by me, details of my first name and surname including name affixes (e.g. academic degrees, titles of all kinds) as well as further personal details (faculty affiliation, details of the award-winning Master's thesis in the form of a laudation) for publication in the brochure 'New Year's Reception' of Paderborn University.

By signing this form, I hereby confirm

- the accuracy and completeness of the information provided in my application for a **prize for outstanding master theses** 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 **prizes for outstanding master theses**;
- that I have read and accept the guidelines for the awarding of prizes by the Paderborn University Society for outstanding Master's theses [status: FK on 05.03.2024].

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 declaration of consent in whole or in part, please contact the relevant contact person for the call for applications or send an e-mail stating the subject to: [datenschutz@uni-paderborn.de](mailto:datenschutz@uni-paderborn.de)

**Please note:**

Without confirmation of the accuracy and completeness of the information provided as well as a declaration of consent to processing of data, it is not possible to be considered in the allocation process for a **prize for outstanding master theses**.

In the event that you withdraw your declaration of consent to the processing of your personal data during the application procedure for a **prize for outstanding master theses**, it will no longer be possible to consider you in the award process. In the event that you withdraw your declaration of consent to the transmission of your personal data to the funding organisation, your continued participation in the award process depends on the specific award criteria in that individual case. In the event that you withdraw your declaration of consent to recordings and/or the publication of data about you, you will not be able to participate actively in the prize award ceremony (as a prize winner) in the event of receiving a prize.

City, Date, Signature of Applicant/ Nominated person \_\_\_\_\_