

Data privacy notice for the Buddy Programme of the International Office

According to the EU General Data Protection Regulation (art. 13)

Last update: June 2024

Controller

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Internal controller: International Office: international@uni-erfurt.de

Data protection officer: datenschutz@uni-erfurt.de

Categories of the processed data

- **Contact details**
Family name, first name, e-mail address, telephone number
- **Demographic data**
Age, gender, country of origin
- **Academic data**
Degree Programme (major and minor), Form of study (for international students), semester, expected end of studies (for Buddies)
- **Language skills**
Native Language
- **General interests**
Former and planned stays abroad, country and language preferences (for buddies), number of buddies supervised (for buddies),
"Would you prefer to supervise exchange students or degree-seeking students? Exchange students / Full-time students / No preference" (for buddies)
"What is most important to you about your tutor and the mentoring? Getting to know the German culture and Erfurt / Support with the academic procedures and general questions during the studies / Support with official / appointments and procedures (eg. Foreigners' Registration Office, city registration, opening a bank account) / Meeting new people / Same gender / Affinity of interests / Academic affinity" (for international students)
- **Availability**
Availability (for buddies), Planned date of arrival (for international students)

Purpose and Legal Basis for Processing Personal Data

The collected data will be used exclusively for the purposes of assigning a buddy to the international students and sending information via e-mail within the scope of the Buddy Programme. The International Office will share the following participant's information with their respective buddies/international students: First and last name, e-mail address,

gender, home country, degree programme and planned date of arrival. Further personal data will not be passed on. The International Office will send its communications to the participants of the Buddy Programme as blind copies via an Outlook e-mail list. The lawfulness of the data processing lays in the data subject's consent according to the EU GDPR, art. 6, Para. 1 lit. a.

Data storage & erasure

The data will be collected using an electronic form on the website and will be sent automatically to the International Office per e-mail. The International Office will store the received data (including the email address) in its databank and delete the data after two years at the latest. Participants' data shall be deleted in case the participants are no longer available as buddies/international students or if they withdraw their consent; however, not later than 2 years from the date of the submission of the registration form. The same term applies to the Outlook e-mail list.

Rights of the data subject

Based on the processing of your personal data, you have the right of access (Art. 15 GDPR), the right to rectification (Art. 16 GDPR), the right to erasure (Art. 17 GDPR), the right to restriction of processing (Art. 18 GDPR) and the right to object (Art. 21 GDPR). In addition, you can contact the data protection officer (datenschutz@uni-erfurt.de) of the University of Erfurt with a complaint. Without prejudice to any other administrative or judicial remedy, you have the right to lodge a complaint with a supervisory authority – in the State of Thuringia, it is the *Thüringer Landesbeauftragte für den Datenschutz und die Informationsfreiheit* (TLfDI) (e-mail: poststelle@datenschutz.thueringen.de).