

# Information for Students Pursuant to Article 13 EU GDPR

(EU General Data Protection Regulation)

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According to the EU General Data Protection Regulation (GDPR) we are obligated to provide you with comprehensive information on the processing of your personal data by our institution. We comply with this obligation to inform pursuant to Article 13 GDPR by providing you with all relevant information in the present document. Please note the following information:

## **Name and contact information of the data controller**

The institution responsible for data processing is:

Universitätsklinik der RWTH Aachen (UKA)

Pauwelsstr. 30

52074 Aachen

Tel: +49 241 800

E-Mail: [info@ukaachen.de](mailto:info@ukaachen.de)

## **Contact information of the Data Protection Officer**

Joachim Willems

Pauwelsstr. 30

52074 Aachen

Phone: +49 241 80 89051

E-Mail: [datenschutzbeauftragter@ukaachen.de](mailto:datenschutzbeauftragter@ukaachen.de)

## **What data / what kind of data are being collected and processed?**

For organizational matters surrounding your studies, the Dean's Office processes the following data: Address data, last name, first name, gender, name at birth, date of birth, location of birth, nationality, phone number, e-mail address, student ID, Faculty affiliation, semester-specific data (date of the start of your studies, course semester, enrollment status, de-registration), trimester data (practical year), certificates (higher education entrance qualification (with grades), Latin proficiency certificate, dates of completion), passport photo, certificate of health, declarations of consent concerning the collection of data, registration for and results of state examinations, courses, exams, as well as assessment completed outside of the Faculty, including recognition of coursework, activities for placement tests and certificates of good standing, nursing services, clinical traineeships.

Furthermore it is possible that visual recordings are made in high-risk and security areas (e.g. monitoring of the hospital entrance / foyer). Signage is in place to inform the public of the use of CCTV in monitored areas. Recordings are made in accordance with the legal provisions, and they are deleted after short-term storage without being viewed. On rare occasions and in case of security-relevant events, it is possible that the recordings are viewed and passed on in accordance with strict regulations. In case of a security incident, after a thorough legal examination, the video material may be passed on to the investigating authorities (public prosecutors, the police). As a rule, this does not apply to you as a student.

## **Purposes of processing**

Your data are being processed exclusively to allow the organization of your studies. Examples: Registration for courses, admission to exams, proof of examinations passed, creation of transcripts of records, result notifications, advising and mentoring, library usage, internal monitoring (Medicine model degree program), issuing of certificates for the State Examination Office. Upon your request and in consultation with you, we may process your data to support you with applications, applications for scholarships, letters of recommendation, etc. For responsibilities and activities within the UKA, necessary data may be processed for the purpose of issuing passes, keys, access cards; the provision and monitoring of access authorizations to IT systems; and for the purpose of payment of services used in the UKA staff canteen.

At UKA, video monitoring is in place to exercise the institution's domiciliary rights and to meet its obligation to secure the safety of its patients, visitors, and employees.

## **Legal Basis for the Processing of Data**

Our data processing practices comply with the legal provisions. These include legal provisions according to which we are obligated to – or are allowed to – process your data as well as individual declarations of consent. Requirements for the declarations of consent are derived from the relevant data protection laws.

In the following, the legal bases for our data processing practices are listed. As a broad range of articles, sections and paragraphs of the below named legal bases are relevant to data processing, the legal bases are named in their entirety.

- NRW Higher Education Act
- RWTH Aachen University Bylaws
- RWTH Enrollment Regulations
- Enrollment in the degree program
- Examination and Degree Course Regulations for the Medicine Model Course of Study
- Declaration of consent to participation in the Medicine Model Course of Study
- Examination Regulations Logopedics, model degree program, Bachelor
- Examination Regulations Teaching and Research Logopedics
- Examination Regulations Biomedical Engineering, Master
- Examination and Degree Course Regulations Dentistry
- Examination Regulations Physical Therapy, Bachelor
- German Civil Code (BGB); of particular relevance are the parts on contractual law
  - EU Data Protection Regulation (GDPR), in particular Chapters 1 to 3; Federal Data Protection Act (new BDGS), in particular parts 1 and 2; if applicable: occupational safety and accident prevention regulations
- Maternity Protection Act, including the Ordinance for the Protection of Mothers at the Workplace

## **Receivers and Receiver Categories**

Your data will be only passed on as far as permitted by the legal provisions. Typically, your data are processed by employees of the Office of Academic Affairs (Studiendekanat), RWTH Aachen University, and the UKA, in accordance with their individual responsibilities. In individual cases, it is possible that data must be made available to external third parties.

- Instructors / supervisors / examiners, depending on the circumstances and upon consent of the person concerned
- Scholarship providers, upon request of the person concerned
- NRW State Examination Office, Düsseldorf, as far as it is responsible
- IT service providers (data processors in terms of Article 28 GDPR)
- Tax authorities / external auditors as far as we are obligated to do so
- If applicable: accident insurance agencies / occupational health, as far as we are obligated to do so
- If applicable: Public Prosecutor's Office / investigating authorities, as far as we are obligated to do so
- Affiliated university hospitals and practitioners
- BAföG Office (Federal Training Assistance Office)

By request of the person concerned, data will be transferred to third countries or international organizations, e.g. for the purpose of study abroad or to exchange international transcripts.

## **Duration of storage – criteria for the period of storage**

Typically your data is stored for as long as it is necessary to fulfill the purpose of its collection. As soon as the data is no longer needed for the above name processing purposes, they are deleted or anonymized (anonymized data will not be used to identify the individual to whom it relates). There are a few exceptions to these rules based on special provisions.

Such provisions are, for example, the University's guidelines on the storage, disposal, archiving, and deletion of files and documents.

Official documents on examinations (final transcripts, degree certificates, transcripts of records, diploma supplements, archiving sheets) are kept for a period of 50 years (in paper form). Certificates on passed examinations and assessments, reviews of written examinations (such as final theses), and administrative paperwork concerning applications and written appeals (e.g. application, written appeal, supporting documents, doctor's notes, and the attendant official notifications and proofs of delivery). This also applies to affidavits, declarations on the use of logos, exam registrations, notes of withdrawal from an examination, applications for the cancellation of grades, applications to complete additional exams (in paper or electronic format). Written papers/assessments and records of oral exams (written exam documents, term and project papers, final theses, records of written and oral exams as well as presentation) are kept for a period of ten years. Examination records of doctoral examinations (and attendant files) are kept for a period of 50 years.

### **Information on the rights of the persons concerned**

Pursuant to Art. 13 II b of the EU General Data Protection Regulation (GDPR), you have the rights as listed below. If you want to exercise one of these rights, please contact the Data Protection Officer of the UKA.

- **Information (Art. 15 GDPR and §34 BDSG)**  
You have the right to information about your personal data being collected, processed, and, possibly, passed on to third parties.
- **Appeal (Art. 20 GDPR)**  
You have the right to object to the processing of your personal data if the legal basis for the processing of data is Art. 6 para. 1 lit. e or f GDPR.
- **Data transferability (Art. 20 GDPR)**  
You have the right to obtain all personal data that you have provided to the data controller. Upon request, we will send the data to you, or, if requested and technically feasible, to a third party.
- **Deletion (Art. 17 GDPR and §34 BDSG)**  
After expiry of the statutory retention periods, you have the right to request the deletion of your data.
- **Limitation of processing (Art. 18 GDPR)**  
Under special circumstances, you have the right to request that the processing of your personal data shall be restricted. This is the case if the processing is unlawful, if you dispute the accuracy of the personal data relating to you, or if you have filed an objection to the processing. Furthermore you can request that the processing of your data be restricted in case that the data are subject to the obligation to deletion – as they are no longer necessary for the purposes for which they were collected –, but you need this data to enforce legal claims. The limitation of processing must be actively requested by you as the data subject.
- **Correction (Art. 16 GDPR)**  
You have the right to demand correction of inaccurate personal data.

### **Submission of data required for the provision of the service or order and consequences in case that this data is not provided**

For the University to be able to offer and manage the degree program, students are required by law to provide all required personal data. If you do not provide the required personal data, you cannot enroll and complete your studies at RWTH Aachen University.

### **Information on the right to appeal to a competent supervisory authority**

You have the right of appeal to a supervisory authority, such as:

Landesbeauftragte für Datenschutz und Informationsfreiheit  
Nordrhein-Westfalen  
Postfach 20 04 44  
40102 Düsseldorf  
Tel.: +49  
211/38424-0 Fax:  
+49 211/38424-10  
E-Mail: [poststelle@ldi.nrw.de](mailto:poststelle@ldi.nrw.de)