

## **Information on data protection for MEMBERSHIP in the Potsdam Graduate School for PHD CANDIDATES**

### **Preamble**

This information is drawn up in German. The English translation is provided for convenience only. Only the German version is binding.

We process your personal data in compliance with the applicable data protection regulations, in particular the EU General Data Protection Regulation (DSGVO) and the Brandenburg Data Protection Act (BbgDSG).

### **Responsible for data processing**

University of Potsdam  
represented by the president, Professor Oliver Günther, Ph.D.  
Am Neuen Palais 10  
14469 Potsdam  
Phone: +49 331 977-0  
Fax: +49 331-97 21 63  
[www.uni-potsdam.de](http://www.uni-potsdam.de)

### **Types of Data processed**

- Master data (title, first name, last name, suffixes)
- Contact language
- Contact data (e-mail address, phone number)
- Institutional affiliation (such as University of Potsdam, faculty)
- details of the doctorate (first advisor, second advisor, expected graduation date)

Personal data is fundamentally collected directly from you for the purpose of the application and selection procedure, as a member of the Potsdam Graduate School, especially from the data of the online registration. Personal data from publicly accessible sources (e.g. professional networks) are not used.

### **Purpose for data processing**

The purpose of data processing is to carry out the application and admission as a member of the Potsdam Graduate School. In connection with the membership, the mailing of membership circulars and the verification of the status in the context of the financial support of the Potsdam Graduate School are carried out.

### **Legal basis for data processing**

The legal basis for data processing is Art. 6 Abs. 1 S. 1 lit. e DSGVO i.V.m. § 14 Abs. 9 BbgHG.

### **Duration of data storage**

In case of confirmation of membership in the Potsdam Graduate School, the collected data will be stored until the completion of the doctorate. The membership ends with the completion of the doctorate. After termination of the membership, the email address will be stored for alumni purposes (invitations to events and sending of information related to the membership) for 24 months in the Potsdam Graduate School.

In the event that admission as a member of the Potsdam Graduate School cannot take place, the collected data including the email address will be deleted after the purpose of the data processing has ceased.

### **Recipients of the data**

Only the persons involved in the decision about your admission as a member of the Potsdam Graduate School will receive your personal data.

The responsible staff members of the Potsdam Graduate School receive access to your personal data for the purpose of sending out membership circulars and checking the status of membership in the context of financial support.

### **Data transfer to a third country**

Applicant data will not be transferred to third countries.

### **Your rights**

You have the right to request information from us about the processing of personal data concerning you. In addition to a copy of the personal data, this right to information also includes details of the purpose of the data processing, data recipients and the storage period.

If incorrect personal data is processed, you can request that we correct this data. If the legal requirements from Art. 17 or 18 DSGVO are met, you are also generally entitled to the right to erasure of personal data or to restriction of processing. Please note that restricted processing of data may not be possible. You have the right to receive your personal data in a structured, common and machine-readable format or to request that it be transferred to another controller (Art. 20 DSGVO). Insofar as data processing is permitted without your consent, you may object to the processing under the conditions of Art. 21 DSGVO.

We would like to ask you to contact us to exercise your above-mentioned rights at:

Potsdam Graduate School, University of Potsdam, Am Neuen Palais 10, 14469 Potsdam  
Dr. Bettina Buchholz, e-mail: [pogs@uni-potsdam.de](mailto:pogs@uni-potsdam.de), phone: 0331-9771728

Alternatively, you can request information from the Chief Information Officer (University of Potsdam, Karl-Liebknecht-Straße 24-25, 14476 Potsdam). The form provided for this purpose can be found at: <https://www.uni-potsdam.de/de/praesidialbereich/praesident-vizepraesidenten/cio.html>.

If you have any questions regarding data protection, you may contact the Data Protection Officer of the University of Potsdam:

Dr. Marek Kneis  
Am Neuen Palais 10  
14469 Potsdam  
Phone: +49 331 977-124409  
Fax: +49 331 977- 701821  
E-mail: [datenschutz@uni-potsdam.de](mailto:datenschutz@uni-potsdam.de)

If you believe that the processing of your personal data is not lawful, you have the right to lodge a complaint with the competent supervisory authority for data protection.