

## **Information on Data Protection**

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

### **Responsible for Data Processing:**

University of Potsdam  
represented by the President, Prof. 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)

### **Data Protection Officer:**

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)

## **Purpose of Data Processing**

The purpose of data processing is the electronic payment processing in connection with issuing a replacement Potsdam University Chip Card (PUCK). For this purpose, the data stored on your girocard (IBAN or account number and short bank code, card expiry date and card suffix) as well as other data (amount, date, time, identifier of the payment terminal) are processed.

## **Legal Basis of Data Processing**

The PUCK serves as a student ID card for the authentication and authorization of students when using university facilities. It is issued to all students and required for studies at the university. The data processing in connection with issuing and using the card, including the processing of payment transactions for the issuance of a replacement card, is carried out on the basis of Article 6(1), sentence 1 lit. GDPR in conjunction with Article 14 (9) of the Brandenburg Higher Education Act (BbgHG) and Article 10 (2) of the User Regulations for the Chip Card for Students at the University of Potsdam of February 21, 2008, as amended by the Statutes for Changing the User Regulations for the Chip Card for Students at the University of Potsdam of March 25, 2015.

## **Duration of Data Storage**

Data no longer required for fulfilling contractual or legal obligations will be deleted regularly.

## **Recipient of the Data**

Your data are transmitted to Ingenico Payment Services GmbH, Daniel-Goldbach-Str. 17-19, 40880 Ratingen (further information: [www.ingenico.de/datenschutz](http://www.ingenico.de/datenschutz)) and the bank that issued your girocard.

## **Rights of the Data Subject**

You have the right to request information about the processing of your personal data. In addition to a copy of the personal data, this right also includes access to information about the purpose of data processing, data recipients, and the storage duration.

If incorrect personal data is processed, you can demand the correction of such data. If the legal requirements of either Article 17 or 18 GDPR are met, you also have the right to the deletion of your personal data or the restriction of its processing. Please note that limited processing of the data may not be possible. You have the right to receive your personal data in a structured, commonly used and machine-readable format or to request transmission to another person (Art. 20 GDPR). You can also object to the processing under the conditions of Art. 21 GDPR.

We kindly ask that you contact the department below in all matters related to exercising the above-mentioned rights to withdrawal, correction, deletion, data transmission, and restriction of processing:

Department of Student Affairs  
Dr. Sabina Bieber, Director  
Am Neuen Palais 10  
14469 Potsdam  
Phone: +49 331 977- 1016  
Fax: +49 331 977- 1065  
E-mail: [sabina.bieber@uni-potsdam.de](mailto:sabina.bieber@uni-potsdam.de)

You may also request information from the Chief Information Officer (Universität Potsdam, Karl-Liebkecht-Straße 24-25, 14476 Potsdam). You can download the form for requesting information on the website of the Chief Information Officers (<https://www.uni-potsdam.de/de/praesidialbereich/praesident-vizepraesidenten/cio.html> - only available in German).

If you believe that the processing of your personal data does not comply with legal regulations, you have the right to file a complaint with the responsible data protection supervisory authority.