

INFORMATION ON DATA PROCESSING PURSUANT TO ART. 13 GDPR

We hereby inform you about the processing of your personal data and your rights under data protection regulations when you register for a degree program, further education, or a course.

Controller:

University of Münster Professional School gGmbH,
represented by its Managing Director, Dr. Kristin Große-Bölting,
Königsstraße 47, 48143 Münster
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E-mail: info(at)professional-school.uni-muenster.de

Categories of Personal Data:

When registering for one of our programs, we collect the following personal data. Required fields are marked with an asterisk (*). Providing all other information is voluntary.

- E-Mail address*
- Salutation, Title, First name*, Last name*
- Company/Institution/Organization
- Date of birth*, Place of birth*, Nationality*
- Address* (Street, Postal code, City, Country)
- Phone number
- If applicable, billing address or details of the invoice recipient (organization/company, department, salutation, title, first name, last name, address, postal code, city, country)

For enrollment in a master's or certificate program, additional information is required for the admission process:

- Details from the tabular CV*
- Relevant certificates*
- Current occupation*
- If applicable, prior knowledge/previous degrees
- Details on work experience

Purpose of Processing:

We process your personal data to handle your registration for a degree program, further education, or a course, to carry out the selection process, and to establish and manage the contractual relationship with you. The legal basis for this is Art. 6(1)(b) GDPR (necessity for contract performance or pre-contractual measures). Without this data, registration and participation would not be possible.

Disclosure of Personal Data to Third Parties:

Your personal data will not be disclosed to third parties for purposes other than those listed below. Where necessary for the administration and execution of the contractual relationship in accordance with Art. 6(1)(b) GDPR, those units within the University of Münster Professional School gGmbH that require access to your personal data for these purposes will receive it. We also use data processors (Art. 28 GDPR) who may receive personal data for these purposes. These include:

- **University of Münster** (administration & coordination)
- **Rapidmail** (e-mail dispatch)

There is no transfer of your personal data to third countries (countries outside the European Economic Area). Furthermore, no automated decision-making takes place pursuant to Art. 22 GDPR.

We implement technical and organizational measures to protect your personal data from unauthorized access, loss, or misuse.

Retention Period:

Where necessary, we process and store your personal data for the duration of our business relationship, including the initiation and execution of a contract.

Additionally, we are subject to various retention and documentation obligations arising from, among others, the German Fiscal Code (§ 147(3), (4) AO) and the German Commercial Code (§ 257 HGB). The specified retention and documentation periods are five to ten years. Finally, the retention period is also determined by statutory limitation periods, which, according to §§ 195 ff. BGB, are generally three years, but in certain cases may be up to thirty years.

We delete or restrict access to your personal data once it is no longer needed for the purposes mentioned above and if there are no legal retention obligations.

Rights of Data Subjects:

As a subject of data, you have the following rights under GDPR:

- **Right of access** (Art. 15 GDPR) to your stored data
- **Right to rectification** (Art. 16 GDPR) of inaccurate data
- **Right to erasure** (Art. 17 GDPR), unless legal retention obligations prevent this
- **Right to restriction of processing** (Art. 18 GDPR)
- **Right to data portability** (Art. 20 GDPR)

According to Art. 21 GDPR, you also have the right to object at any time to the processing of your personal data based on Art. 6(1)(e) or (f) GDPR. If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing that override your interests, rights, and freedoms, or if the processing serves the establishment, exercise, or defense of legal claims.

If you wish to exercise your right to object, simply send an e-mail to: info(at)professional-school.uni-muenster.de. You also have the right to lodge a complaint with the competent supervisory authority. The responsible data protection supervisory authority is the **State Commissioner for Data Protection and Freedom of Information of North Rhine-Westphalia (LDI NRW)**.