Data protection

Information on data protection in accordance with the European Data Protection Regulation - GDPR,

1. Description of the processing activity

Collection of data for the execution of admission, enrolment, student and examination administration, re-registration, leave of absence, scholarship and alumni administration as well as de-registration at Landshut University of Applied Sciences.

2. Name and contact details of the controller (Art. 13 (1) (a) GDPR)

The University of Applied Sciences Landshut Am Lurzenhof 1, 84036 Landshut is responsible for data collection
Phone +49 (0)871 - 506 0 Fax. +49 (0)871 - 506 506
E-mail:info@haw-landshut.de
represented by the President
E-mail: praesident@haw-landshut.de, Tel.: +49 (0) 871 506 0
Responsible organisation:
Student Service Centre (SSZ)
E-mail: bewerbung@haw-landshut.de, Phone: +49 (0) 871 506 182

3. Contact details of the data protection officer

Landshut University of Applied Sciences, Am Lurzenhof 1, 84036
Landshut, Prof. Dr Möncke E-Mail: datenschutz@haw-landshut.de

4. Purposes and legal bases of processing (Art. 13 para. 1 lit c GDPR) 4a)

Purposes of processing:

Your data is collected to enable **you to apply for a study place, admission, enrolment, re-registration, leave of absence and de-registration**.

In addition, the data will be used for the **implementation of your studies**, the accounting of the **services** provided in accordance with the relevant study and examination regulations, to support the processing of your international affairs as **semesters abroad**, for the organisation of **excursions and study trips** as part of your studies, for **scholarship matters,** as well as for the issuing of **certificates, diplomas** and **attestations**.

Admission to the degree programme is based on the relevant regulations, in particular the Bavarian Higher Education Innovation Act (BayHIG), the Bavarian Higher Education Admission Act (BayHZG), the Bavarian Higher Education Admission Ordinance (BayHZV) and the Qualification Ordinance (QualVO).

The implementation of studies, enrolment, re-registration, leave of absence and de-registration are based in particular on the Bavarian Higher Education Innovation Act - BayHIG, the statutes on the procedure for admission, enrolment, re-registration, leave of absence and de-registration at Landshut University of Applied Sciences, the Framework Examination Regulations - RaPO, the General Examination Regulations of Landshut University of Applied Sciences - APO, and the study and examination regulations of the degree programmes you are studying.

We use your contact details to invite you **graduation ceremonies** at the university and to ask you whether you would like to stay in contact with the university after graduation.

We use your data to contact you for voluntary participation in surveys that serve to ensure the quality of your studies or that serve scientific research in the field of education and universities.

For the purposes of our own **university planning**, **quality assurance**, business statistics and organisational analysis, as well as **scientific research** in the field of education and universities, we process your data in pseudonymised form or anonymise your data before using it for the purposes of scientific research.

Insofar as we are obliged by regulations (such as the Bavarian Statistics Act - BayStatG, the Higher Education Statistics Act - HStatG or the Health Insurance Registration Ordinance or the German Social Code Book V), we will pass on your data to other bodies for the purpose specified in the regulations.

If you are enrolled at Landshut University of Applied Sciences, we will pass on your surname, first name, matriculation number, **card details** (registered, card number, blocked) to the Studentenwerk Niederbayern/Oberpfalz, in particular for the purpose of blocking your card in the event of loss or after exmatriculation, payment in the canteen and credit management for copying costs.

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In the **application process**, we use your personal data exclusively for the purpose of you and handling the application process; this also includes invitations to relevant information events.

Student and Examination Administration uses the data for contact with you, application management (leave of absence, deadlines, credits, etc.) and for internship, fee and examination administration within the framework of the legal requirements.

In the **organisation of studies**, we use the data for subject enrolments, timetabling, etc.

In the context of **scholarship matters**, we record your scholarship applications to be processed via the university (e.g. Deutschlandstipendium) and use the available data for targeted information on scholarship programmes, talent promotion and the awarding of prizes to students and graduates. We only pass on your data for these and other purposes, including student counselling, if you give us your consent for the respective purpose.

In some external funding programmes, the universities have the right to propose suitable students: In our campus management system PRIMUSS, we identify the students who best meet the criteria of the funding programmes; a proposal in which your personal data is transmitted to external scholarship providers will only be made with your consent.

We also use your personal data to support your application for places at **foreign partner universities**: Such an application is recorded and processed in Landshut University of Applied Sciences' Mobility Online System. PRIMUSS provides current arithmetic examination grade point averages for allocation according to ranking lists if there are more applications than places available. For first-semester students who apply, the average grade of the university entrance qualification is used in the absence of examination grades.

As an applicant and if you are enrolled with us, you will receive password-protected **system access** for the digital processing of your application and your applications and procedures in the PRIMUSS portals for applicants and students: We therefore use the data collected to organise system access (networks, online portals, learning platforms, library use, room use, display of personal timetable).

We **log** your access and activities in order to be able to trace the legality of the access at any time and to be able to prove the activities. The log data is not used for any other purpose.

If the study and examination regulations stipulate that students should visit the **Student Advisory Service** in certain cases, the Student Service Centre (SSZ) will write to you.

In addition, we use general knowledge about your studies as well as computer science and statistics to provide you with personalised information based on your data available at the SSZ.

to provide you with information and recommendations for your studies and to support your studies. Such information and recommendations are automatically generated in the SSZ and made available to you for retrieval (pull principle) and/or sent to your university account and/or sent to you via other channels with your consent (push principle). It is not known outside the SSZ to whom which messages are sent or for whom which messages are made available. The Central Student Advisory Service or academic advisors will only become aware of this through students who contact them.

The Central Student Advisory Service (ZSB) and the academic advisors will only receive data on your study progress if you give your consent.

If the Central Student Advisory Service (ZSB) is responsible for the **dual study programme** and you are studying on a dual study programme, the ZSB may exceptionally access your data in the Student Service Centre and may write to you for the purpose of advising and quality assurance of the dual study programme.

Processing (Landshut University of Applied Sciences) of log data

(a) We store certain metadata of communication (log data) on a personal basis (Art. 4 No. 1 GDPR, Recital 26 GDPR) for a maximum of seven days on all our servers. Communication metadata is data that - regardless of content - is necessary to carry out the communication, such as address data (IP addresses, ports, domain names, protocol type, time). Traffic data within the meaning of Section 3 No. 70 TKG or Art. 2 b Directive 2002/58/EC and tax data within the meaning of Section 12 para. 1 TTDSG are metadata. This data is generated when accessing external services (such as websites) from HAW LA systems or when HAW LA services from systems within or outside HAW LA.

(b) If there is a reason in accordance with Art. 48 para. 4 sentence 1 no. 1 and no. 2 BayDIG, in particular the suspicion of an attack or an attack, we process the data insofar as this is necessary to clarify the suspicion of an attack or to clarify and ward off the attack.

(c) We anonymise the personal log data for the purpose of further processing, i.e. we remove the personal reference.

4b) Legal basis for the processing of your data

Pursuant to Art. 2 (1) of the Bavarian Data Protection Act (BayDSG), the General Data Protection Regulation (GDPR) applies to Landshut University of Applied Sciences with regard to the automated processing of your personal data, the processing of your personal data in non-automated file systems and the processing of your data in files. The GDPR is applicable under the BayDSG, irrespective of whether university matters are subject to Union law.

The legal basis for data processing is Art. 6 para. 1 lit c in conjunction with para. Para. 3 lit b GDPR, Art. 87 Bavarian Higher Education Innovation Act (BayHIG), the Bavarian Higher Education Admission Act (BayHZG), the Bavarian Higher Education Admission Ordinance (BayHZV), the Qualification Ordinance (QualV) and the Enrolment Statutes of Landshut University of Applied Sciences as amended.

Your data will be processed on the basis of Art. 6 para. 1 lit. e GDPR, Art. 4 para. 1 BayDSG, insofar as this processing is necessary for the fulfilment of the university's tasks and no more specific regulations govern data processing. The BayDSG and the specialised law created specifically for universities make use of the opening clause of Art. 6 para. 1 lit. e GDPR. As a special provision, Art. 87 BayHIG regulates your obligation to provide data to Landshut University of Applied Sciences and thus authorises us to process your data.

The ordinance on the content, form and deadline of notifications and the notification procedure for the

The German Student Health Insurance Act (Studentenkrankenversicherungs-Meldeverordnung - SKV-MV - or successor regulations, such as § 199 a SGB V) authorises and obliges us to pass on certain data to the respective health insurance company.

The Bavarian Statistics Act and the Federal Higher Education Statistics Act oblige us (§ 10 HStatG) to pass on certain data (§ 3 and 4 HStatG) to the Bavarian State Statistical Office. You can find more information on the legal basis and the surveys on the website of the Bavarian State Statistical Office. The data contains information about your person (e.g. date of birth, nationality) and your educational history (e.g. university entrance, final examination data). We process your data on the basis of Art. 4 para. 1 BayDSG, in particular in conjunction with:

- for admission, in particular the BayHZG, BayHZV, QualV, statutes on the admission , statutes on the determination of admission numbers, statutes on the determination of preliminary quotas and selection criteria, statutes regulating the supplementary university selection procedure
- for enrolment, re-registration, leave of absence, de-registration and examinations: BayHIG, statutes for enrolment, re-registration, leave of absence and exmatriculation at Landshut University of Applied Sciences, RaPO, APO, study and examination regulations
- in particular for quality assurance: Art. 2 Para. 2 BayHIG
- in particular for alumni work including graduation ceremonies: Art. 2 para. 3 sentence 3 BayHIG
- in particular for contacts abroad Art. 2 para. 4 BayHIG
- in particular for funding/scholarships Art. 2 Para. 3 BayHIG
- in particular for the student unions, Art. 114 BayHIG

For the purposes of organisational studies, business statistics including university planning, we process data in accordance with Art. 6 para. 1 sentence 1 BayDSG.

For the purposes of scientific research in the field of education and higher education, we may process data in accordance with Art. 6 para. 2 no. 3 lit. c BayDSG in conjunction with Art. 25 BayDSG in amendment of the original purpose. We will provide separate information about such projects.

Processing (Landshut University of Applied Sciences) of log data

We process the communication metadata contained in logs (log data) insofar as this is technically necessary for the services we provide, as well as for testing or maintaining our systems and to ensure network and information security in accordance with Art. 6 para. 1 BayDSG

i.V.m. Art. 6 para. 1 letters c and e, para. 2 and 3 GDPR, insofar as we offer a telemedium, in accordance with § 19 para. 4 TTDSG [§ 13 para. 7 TMG aF] in conjunction with Art. 6 para. 1 letters c, para. 2 and 3 GDPR, insofar as we offer services as a public authority in accordance with the Bavarian Digital Act [formerly E-Government Act], in accordance with Art. 43 BayDIG [Art. 11 para. 1 BayEGovG] in conjunction with Art. 6 para. 1 letters c and e, para. 2 and 3 GDPR, and insofar as we offer telecommunications services, in accordance with § 12 para. 1 letters c and e, para. 2 and 3 GDPR. Art. 6(1)(c) and (e), (2) and (3) GDPR, and insofar as we offer telecommunications services, in accordance with Section 12

TTDSG [§ 100 TKG aF]. Insofar as employee data pursuant to Art. 4 BayPVG is affected, the participation and co-determination rights of the HAW LA staff council (in particular Art. 75 a BayPVG) are observed.

5. Recipients or categories of recipients of the personal data (Art. 13 (1) (e) GDPR)

Your personal data will be passed on to the extent necessary:

Organisational units/departments of Landshut University of Applied Sciences, in particular:
- to faculties in order to be able to carry out teaching. This includes, for example, sending the semester lists for group allocation or preparation of the lecture plan, sending the internship contracts, dual contracts to the respective representative(s), examination registration lists for the preparation of the examination plan.
- to the examination committees of the faculties and the examination board of Landshut University of Applied Sciences
- to the International Office, if there is an international connection

- to service staff, insofar as applications for student assistants or tutor contracts have been submitted
- Departments, central facilities of Landshut University of Applied Sciences (in particular the library, IT service, central student advisory service) and other bodies for the fulfilment of our tasks under the Bavarian Higher Education Act
- for scholarship offers, sponsorship offers, awards and job offers (assistants, tutors) to the Dean, Dean of Studies or professors nominated for this purpose in the faculty in which you are studying. This forwarding can serve as an initial selection. We will only take further steps with your consent. In particular, external parties will not receive any data from us.

Recipients under joint responsibility (Art. 26 GDPR):
Landshut University of Applied Sciences is currently working together with Ingolstadt University of Applied Sciences and CADFEM GmbH, Marktplatzstr. 2, 85567 Grafing, to offer the Master's degree programme in Applied Computational Mechanics (ACM). CADFEM supports Landshut University of Applied Sciences in the areas of student application, student counselling and provides and supervises the digital learning platform Moodle, which you are obliged to use during the course. The processing of data is the joint responsibility (Art. 26 GDPR) of the cooperation partners.
Landshut University of Applied Sciences operates the PRIMUSS campus management system as an examination, enrolment and student administration software in cooperation with nine other universities. It has concluded an agreement on joint responsibility in accordance with Art. 26 GDPR. The systems, including the online portals, are hosted centrally at the Erlangen-Nuremberg Regional Computing Centre as commissioned data processing (Art. 28 GDPR) and administered by the PRIMUSS network. The competence centre is responsible for the PRIMUSS network: The PRIMUSS competence team at Coburg University of Applied Sciences is responsible for the central administration and second-level support of the online services, while the second-level support of the specialised applications is the responsibility of Ingolstadt University of Applied Sciences

The Student Service Centre SSZ is responsible for all data protection enquiries at Landshut University of Applied Sciences.
www.haw-landshut.de/studium/service-und-beratung/studierenden-service-zentrum

You can reach the association at .info@primuss.de

Processor (Art. 4 No. 8, Art. 28 GDPR):
- For the purposes of statistics and university planning, the Otto-Friedrich University of Bamberg, the CEUS Competence and Service Centre as the central institution for the state universities and higher education institutions in Bavaria, is the data processor
- The Ostbayerische Technische Hochschule Regensburg, the coordination centre for data processing in university administration at the state universities of applied sciences in Bavaria (KDV), is also a processor for the purposes of statistics and university planning as a central institution for the state universities of applied sciences in Bavaria.
The aforementioned institutions process data on behalf of Landshut University of Applied Sciences in accordance with Art. 28 ff GDPR.
- In fee-financed degree programmes, we sometimes work together with service providers who take on various tasks for us in the organisation and processing of the degree programmes. For this purpose, Landshut University of Applied Sciences provides these service providers with the personal data collected from you and required for the service. The service providers are of course obliged to comply with data protection to the same extent as Landshut University of Applied Sciences.

- In the same way, we use service providers (as Mobility Online) to international student exchanges.
- Within the PRIMUSS network, the Regional Computing Centre of the Friedrich-Alexander University of Erlangen is the processor.

third parties (Art. 4 No. 10 GDPR):
We transmit data
- in the admission procedure (DoSV - dialogue-oriented service procedure) in admission-restricted first-semester Bachelor's degree programmes to the Foundation for University Admission (see www.hochschulstart.de) in accordance with §1 HZV and § 37 a BayHZV (in particular the status of your application to Landshut University of Applied Sciences, admission offer, letter of admission or rejection)
- to the Bavarian State Office for Statistics (for scope of data, see BayStatG and BHochschulStatG)
- As part of the admission process and the course of studies, your data will be compared with your health insurance company (legal basis: Student Health Insurance Notification Ordinance, SKV-MV of 27 March 1996 in the current version or successor regulations, such as § 199 a SGB V) and, if necessary, data will be transferred to the Studentenwerk Niederbayern / Oberpfalz in connection with BAföG applications submitted by you there (legal basis: §§ 47 / 48 Federal Training Assistance Act - BAföG).
- We pass on your surname, first name, matriculation number, card data (registered, card number, blocked) to the Studentenwerk Niederbayern/Oberpfalz, in particular for the purpose of blocking cards in the event of loss or after de-registration, payment in the canteen and credit management for copying costs.
- In degree programmes that we offer jointly with other universities or award degrees jointly (e.g. the Applied Research degree programme), we transmit your degree-related personal data to the partner universities, insofar as this is necessary for the preparation of certificates and transcripts. These universities are obliged to comply with data protection regulations in the same way.

Data may also be passed on without your knowledge on the basis of § 27 BayDSG for the preparation and implementation of state or municipal awards or honours.

Beyond this, we only data to third parties with your consent.
If you use tools or software (such as apps) from other providers outside Landshut University of Applied Sciences and thus access your data from IT systems provided by Landshut University of Applied Sciences or transfer data to IT systems of Landshut University of Applied Sciences, this is not a transfer of your data by Landshut University of Applied Sciences and is your responsibility or the responsibility of the provider you use.

6. Transfer of personal data to a third country
Data will not transferred to a third country or an international organisation, except with the express consent of the data subject or if there are legal grounds in accordance with Art. 49 para. 1 lit. b and c GDPR in the case of studies or excursions abroad.

7. Duration of storage of personal data (Art. 13 para. 2 GDPR)
The following deletion and anonymisation periods apply subject to the implementation of the Bavarian Archive Act (BayArchivG). If documents are worth archiving, they will be offered for archiving before deletion or anonymisation and, if necessary, handed over.

Your applicant data will only be to process your application. If your application is not successful, this data will be deleted six months after the end of the application process (legal basis Art. 12 Para. 1 No. 2 BayDSG).

If you are enrolled with us, we will store your personal data for the duration of your studies in accordance with the legal requirements:
- Applications and other correspondence are stored for the duration of the degree programme and for six months thereafter in order to be able to track the progress of the degree programme and, if necessary, issue corresponding certificates etc.
- Examination documents must be stored for two years in accordance with Section 12 of the Framework Examination Regulations for Universities of Applied Sciences in Bavaria (RaPO), starting at the end of the calendar year in which you were notified of the result of the respective module examination. Examination documents that are the subject of an objection or legal action will be stored until the legally binding conclusion of the proceedings.
- A reduced examination file is stored for a period of 50 years with information on the enrolment period, examination results, de-registration and the awarding of the academic degree. The retention period begins at the end of the calendar year in which you are de-registered.
- Your personal timetables, which you can compile individually each semester from all the courses on offer in our timetable tool and display online, will be deleted at the end of the following semester.
- Personal data relating to financial transactions (student union fees, tuition fees for part-time Bachelor's and Master's degree programmes) are stored for a period of ten years on the basis of budgetary and tax law.
For scientific research purposes, we keep data exclusively in pseudonymised and only to the necessary for the research purpose. In accordance with Art. 25 of the Bavarian Data Protection Act (BayDSG), we anonymise personal data as early as possible, i.e. whenever the research purpose makes this possible. We only publish non-personal data.

8. Your rights

8a) Your right to information, to rectification of data or restriction of processing, to erasure and data portability (Art. 13 para. 3 lit b, 15 to 20 GDPR)
According to the General Data Protection Regulation, you have the following rights:
If your personal data is processed, you have the right to receive information about the personal data stored about you (Art. 15 GDPR).
If incorrect personal data is processed, you have the right to rectification (Art. 16 GDPR).
If the legal requirements are met, you can request the deletion or restriction of the processing and object to the processing (Art. 17, 18 and 21 GDPR).
If you have consented to the data processing or a contract for data processing exists and the data processing is carried out using automated procedures, you may have a right to data portability (Art. 20 GDPR).
If you use of your above-mentioned rights, the public authority will check whether the legal requirements for this are met.

8b) Your right of appeal
If you as the data subject are of the opinion that the processing of your personal data the GDPR, you have the following rights pursuant to Art. 77 GDPR

without prejudice to any other administrative or judicial remedy, the right to lodge a complaint with a supervisory authority. The supervisory authority responsible for public bodies in Bavaria is the Bavarian State Commissioner for Data Protection (BayLfD) in accordance with Art. 15 BayDSG. You can reach him at

Email: poststelle@datenschutz-bayern.de

Phone +49 89 212672-0

Fax +49 89 212672-50

8c) Your right to object due to a special situation ("atypical constellation") - (Art. 21 GDPR)
You have the right to object at any time to the processing of your private email address and private telephone contact data in whole or in part on the legal basis of Art. 6 para. 1 lit. e GDPR for reasons that may arise from your particular situation. This must an atypical case constellation in the context as a student. partial or complete termination of processing for the aforementioned purposes can only be considered if there are no compelling legitimate grounds for further processing that outweigh your interests, rights and freedoms or further processing serves the assertion, exercise or defence of legal claims.
You can lodge an objection at datenschutz@haw-landshut.de

9. Obligation to provide the data / possible consequences of non-provision (Art. 13 para. 2 lit e GDPR)
You are obliged to provide your data. This obligation arises from Art. 87 BayHIG. Landshut University of Applied Sciences requires your data in order to process your application for admission, enrolment, re-registration, leave of absence and de-registration. If you do not provide the required data, your application and any claims to be asserted (e.g. examinations, deadline extensions, admissions, etc.) cannot be processed and may have to be rejected.