Information on Data Protection According to Article 13 DS-GVO

The University of Bremen processes the data of applicants in the campus management system CampusNet-NT, accessible to applicants and students through the web portal „MOIN“.

1. Responsible for Data Processing and Contact Details

University of Bremen
Student Office
Bibliothekstraße 1
28359 Bremen, Germany

Phone: +49 421 218-61100
E-Mail: sfs.online@vw.uni-bremen.de
Website: www.uni-bremen.de/sfs

Data protection officer:
University of Bremen
Data Protection Officer
Bibliothekstrasse 1-3
29359 Bremen, Germany

Phone: +49 421 218-60211
Fax: +49 421 218-60210

2. Scope and Purposes of data processing

We process your data as part of an application or enrollment process for a degree program and for the purpose of subsequent enrollment at the University of Bremen.

Applicants and students

The University of Bremen processes the data of applicants and students in the campus management system CampusNet-NT through the web portal „MOIN“.

You provide the application data as part of your application for a course of study. These are regulated in §10 in conjunction with Appendix 1 to the DV-Satzung (Statutes of the University of Bremen on the collection and processing of personal data) and Immatrikulationsordnung (Enrollment Regulations). The data are as follows.

1. family name / surname, maiden name,
2. first names,
3. date of birth,
4. place and country of birth,
5. gender,
6. address,
7. electronic address,
8. nationalities,
9. the chosen degree course with the chosen subjects,
10. university entrance qualification (HZB),
11. average grade, if applicable individual grades of the HZB,
12. if applicable, type and duration of a professional qualification,
13. if applicable, proof of German language skills or, if applicable, proof of special requirements specific to the degree program in accordance with § 33 of Bremisches Hochschulgesetz BremHG (Bremen Higher Education Act), such as internships, aptitude test, selection procedure or requirements relevant to the application in accordance with the admission regulations, if admission to a master's program is applied for,
14. first professional qualification if admission to a master's program is applied for,
15. reasons for double enrollment according to § 34 Bremisches Hochschulgesetz BremHG,
16. if applicable, proof of service in the context of preferential admission,
17. proof of studies pursued so far at universities, number of university semesters, vacation semesters, internship semesters, subject semesters proof of previous enrollments,
18. if applicable, residence permit for foreign applicants,
19. if applicable, proof of justification of a case of hardship,

After enrollment
If you are enrolled, we process the following additional student data:
1. date of enrollment and withdrawal, faculty affiliation,
2. proof of health insurance affiliation,
3. proof of contributions, fees, and charges to be paid,
4. matriculation number,
5. if applicable, date/period of leave of absence from the University of Bremen including the respective reason for the leave of absence,

The University of Bremen also prepares an electoral roll for the university elections
3. Legal Basis for Data Processing

The legal basis for data processing is Art. 6 para. 1c DS-GVO in conjunction with § 11 Bremisches Hochschulgesetz, § 2 Immatrikulationsverordnung § 10 DV-Satzung with Appendix 1.

4. Disclosure of Personal Data to Third Parties

4.1 Statistics

Due to legal obligations, the University of Bremen participates in the implementation of federal and state statistics (regulations in the Hochschulstatistikgesetz). Your university statistics data will be passed on anonymously to the statistische Landesamt (statistical office) in the state of Bremen.

4.2 Transmission of Data to the Responsible Health Insurance Company

The University of Bremen transmits personal data of insured students to the responsible health insurance company. Electronic data transmission is permitted.

4.3 Transmission in “DoSV“

Applicants' data are transferred to the platform hochschulstart.de of the Foundation for University Admission in the so-called Dialog-Oriented Service Procedure (DoSV) for the purpose of admission monitoring.

5. Duration of Data Storage and Deletion

Individual data and personal information are stored for different periods of time in accordance with the Appendix to the Datenschutzverordnung (Data Protection Ordinance).

The storage of student data beyond the duration of a study program serves the purpose of being able to provide information about your study periods and your examination data even after you have left the University of Bremen, e.g. if your documents are no longer complete or have been lost. All other personal data in automated files will be deleted within one year after exmatriculation. The data of persons who have applied but are not then enrolled are deleted for a summer semester, at the latest by September 30 of the following year, and for a winter semester, at the latest by March 31 of the following year.

The duration of the data stored in other respects can be found in Appendix 1 to the DV-Satzung (Statutes of the University of Bremen on the collection and processing of personal data)

https://www.uni-bremen.de/rechtsstelle/rechtssammlung/10-datenverarbeitungs/informationsfreiheit
6. Your Rights

6.1 Right to Information

You have the right to obtain information about the data stored about you (University of Bremen, Student Office, Bibliothekstraße 1-3, 28359 Bremen).

You can view most of the data stored by the University of Bremen yourself:

**Personal data of the student as well as of the current studies. If applicable, previous studies.**

In the MOIN web portal under the menu item "My data" and "My documents".

**Data of the application for studies (until the end of the following year, after which the data record will be deleted)**

In the MOIN web portal under the menu option "My applications"

6.2 Right of Deletion

A right of deletion only exists insofar as we process your data based on your consent and you revoke (withdraw) this consent. Insofar as we process or store the data due to legal obligations, we must comply with this and you have no right of deletion.

6.3 Correction

In the MOIN web portal, the online change requests are available for changes of name(s) and address.

6.4 Right of Objection

The collection of data for application and after enrollment for the organization of your studies is mandatory and legally required (see legal basis under point 3). Therefore, you have no right of objection according to Art. 21 DS-GVO.

6.5 Right to Data Portability

The University of Bremen processes your data on the basis of a specific legal basis. You only have the right to transfer your data to third parties to the extent that we have exceptionally processed your data on the basis of consent by them.

6.6 Right of Complaint to a Supervisory Authority

In accordance with Article 77 DS-GVO, you have the right to complain to a supervisory authority if you believe that the processing of your personal data is not lawful. The identity and address of the supervisory authority responsible for us are:

Die Landesbeauftragte für Datenschutz und Informationsfreiheit
Arndtstraße 1