

Privacy notice for applicants of Cultural Funding

Information pursuant to Art. 13, 14 and 21 General Data Protection Regulation (GDPR)

The following provides you with an overview of how we process your data when you apply for Cultural Funding and your rights regarding this. The services you apply for or agree upon determine which data we process and how we use them. This means that not all statements may apply to you.

Who is responsible for data processing?

The controller within the meaning of data protection law is

Studentenwerk Leipzig - Anstalt öffentlichen Rechts
Goethestr. 6
04109 Leipzig

You can find more information on Studentenwerk Leipzig, its representatives and further contact details on the Imprint page on our website at:

<https://www.studentenwerk-leipzig.de/en/imprint>

How can you contact the data protection officer?

Kevin Peter
Corinthstr. 19
04157 Leipzig

E-mail: kevin.peter@was-ist-datenschutz.de

Phone: 0800 63003061 (free call from within Germany)

We have appointed an external data protection officer.

The data protection officer can be contacted using the contact details provided here.

What data do we process?

We process the following data relating to your application:

- Name of project group and status or, alternatively, the name of the person making the application on behalf of the project group
- Names of contact persons and account holders
- Addresses
- Phone numbers
- E-mail addresses
- Enrolment numbers as evidence of the applicants' student status
- Bank account details

Why do we process your data (purpose of processing) and what is the legal basis for this?

We process personal data in accordance with the European General Data Protection Regulation (GDPR), the German Federal Data Protection Act (BDSG) and Saxony's Data Protection Implementation Act (SächsDSDG):

To fulfil contractual obligations (Art. 6(1)(b) GDPR, Sec. 3(1) SächsDSDG)

Data is processed to perform the contract for Cultural Funding. Students' personal data are collected

- to ensure that the project groups are eligible for Cultural Funding,
- to adequately document eligibility for Cultural Funding for subsequent checks following payment,
- to assist in organisational matters relating to the application for and payment of Cultural Funding (postal address to receive the Notice on Cultural Funding, e-mail addresses and phone numbers in case the applicants need to be contacted, bank account details to receive the funding),

- to account for the number and eligibility of participants when providing grants for training weekends,
- to organise and settle costs incurred during an agreed upon photo exhibition.

On the basis of legal requirements (Art. 6(1)(c) GDPR)

We are subject to several legal obligations which require data processing. These include:

- Tax laws and financial obligations
- Requirements set by supervisory and law enforcement authorities
- Monitoring and reporting obligations under tax law
- Obligations to provide supporting documents to the Free State of Saxony or other funding bodies as well as to the Saxon Court of Auditors

In addition, it may be necessary to disclose personal data as part of official/court proceedings for the purpose of collecting evidence, criminal prosecution or the enforcement of civil claims.

As part of a balance of interests (Art. 6(1)(f) GDPR)

- Where necessary, we process your data not only to perform a contract but also if it is within our legitimate interests or those of third parties. An example of this may be to assert or defend against legal claims.

Who receives the data?

Internally

- Employees who need the data to make contact with you or to complete organisational tasks (including taking steps to enter into the contract)

Commissioned data processors

Your data may be passed on to service providers who provide us with data processing services:

- Support and maintenance of computers and IT applications
- Data destruction

All service providers are contractually bound and obliged to handle your data with confidentiality.

Other third parties

Data is only transmitted to external recipients in compliance with applicable data protection regulations. The recipients of your personal data could be:

- Public authorities and institutions (e.g. tax authorities or law enforcement authorities) where legal or official obligations exist
- Credit and financial service providers (payment processing)
- Tax advisers, and financial and tax auditors (statutory audits)

How long do we store your data?

We process and store your data for as long as they are needed to fulfil our contractual and legal obligations. The data are deleted when they are no longer necessary for contractual or legal reasons. This is, however, not the case

- if they are subject to legal retention periods e.g. under the German Commercial Code (HGB) or the German Tax Code (AO). These usually impose retention and documentation periods of six to ten years;
- if they are to be retained as documentary evidence within the scope of statutory limitation provisions. According to Secs. 195 et seq. of the German Civil Code (BGB) this period of limitation can extend up to 30 years, although on average it is three years.

If we or a third party have a legitimate interest in processing your data, we will erase your data as soon as there is no longer a legitimate interest. The above exceptions apply.

Where are the data processed?

Your data are only processed within the European Union or the European Economic Area (EEA). Data are not transferred to third countries.

Do you have to provide data?

When submitting an application, you must provide the data necessary to process, approve and manage your application as well as all legally required data. If you do not provide us with these data we will most likely be unable to process your application for Cultural Funding.

What are your rights as the “data subject”?

You have the right of access (Art. 15 GDPR) to personal data concerning you.

If you make a request to access your data that is not in writing we may require further documentation that confirms your identity.

You also have the right to rectification (Art. 16 GDPR), to erasure (Art. 17 GDPR) or to restriction of processing (Art. 18 GDPR) provided this is legally permissible.

You furthermore have the right to object (Art. 21 GDPR) to the processing of your data to the extent permitted by law. This also applies to the right to data portability (Art. 20 GDPR).

Secs. 34 and 35 BDSG provide some limitations concerning the right to access and erasure.

The competent supervisory authority for Studentenwerk Leipzig is: Der Sächsische Datenschutzbeauftragte, Postfach 11 01 32, 01330 Dresden, Phone:

0351 85471-101, Fax: 0351 85471-109, E-mail: saechsdsb@slt-sachsen.de

Information on your right to object under Art. 21 GDPR

Right to object on a case-by-case basis

You have the right to object at any time on grounds relating to your particular situation to the processing of your personal data on the legal basis of Art. 6(1)(f) GDPR (balance of interests) or to profiling on the same basis within the meaning of Art. 4 No. 4 GDPR.

If you lodge an objection, we will cease to process personal data concerning you unless we are able to demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms or if such processing is carried out to establish, exercise or defend legal claims.