

Privacy Policy

Information on data processing and data protection for doctoral researchers

Dear doctoral researchers,

Below in this document, you will find information about personal data processing at the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf pursuant to Article 13 of the EU General Data Protection Regulation (GDPR).

Your personal data are required and must be processed for the purposes of your application as doctoral researcher, provisional acceptance as doctoral researcher, final acceptance as doctoral researcher, conclusion of the Supervision Agreement, the actual supervision, administration and implementation of your doctoral project and your further education and qualification as doctoral researcher at the Faculty of Arts and Humanities of Heinrich Heine University.

Controller pursuant to Article 4 (7) of the GDPR	Heinrich Heine University Düsseldorf Dean's Office Faculty of Arts and Humanities Doctoral Studies Office and Graduate Academy philGRAD Universitätsstr. 1 40225 Düsseldorf Phone No.: +49 211 81-12937 - 13134 Fax No.: +49 211 81-12244 Email: julia.siep@phil.hhu.de, simone.brandes@hhu.de
Data Protection Officer	Heinrich Heine University Düsseldorf, Data Protection Officer Universitätsstr. 1 40225 Düsseldorf Phone No.: 0211/81-13060 Email: datenschutz@hhu.de

Version: March 2021

<p>Purposes of processing Data that are processed about you</p>	<ul style="list-style-type: none"> - Keeping a central registry of doctoral researchers - Decentralised administration of the doctoral examination procedures - Fulfilment of central and decentralised documentation and reporting obligations - Data collection within the university-wide doctoral studies quality assurance system - Evaluations of research projects at Heinrich Heine University
<p>Use for other purposes</p>	<p>- None</p>
<p>Legal basis</p>	<ul style="list-style-type: none"> - Article 6 (1)(e) of the GDPR, in conjunction with Article 6 (3)(b) of the GDPR and Article 6 (1)(b) of the GDPR - Sections 3, 48, 60 and 67 of the NRW Universities Act (HG NRW) in conjunction with the enrolment regulations and the doctoral regulations of the Faculty of Arts and Humanities - Sections 7, 8 of the NRW Universities Act (HG NRW) in conjunction with the university's evaluation regulations - Article 17 of the NRW Data Protection Act (DSG NRW) (for research data) - Article 18 of the NRW Data Protection Act (DSG NRW) (for employee data) - If you apply for admission of external mentors and experts, the transfer of your personal data to these persons is based in legal terms on your supervision agreement/supervision contract in accordance with Article 6 (1)(b) of the GDPR. - If you subscribe for the Graduate Academy philGRAD newsletter or register for an event held by the philGRAD Graduate Academy, the processing is carried out on the legal basis of your consent.
<p>Data Categories of your data that are being processed, in each case as far as necessary for the relevant purposes</p>	<ul style="list-style-type: none"> - Personal details - Contact details - Details of the supervision/doctoral researcher agreement - Details of the university degree qualifying the researcher for a doctorate - Further university degrees - Highest school-leaving qualification - Information on the acceptance decision - Doctorate profile - General conditions of the doctorate - Information on qualification measures - Information on closing date / extension - Information on suspension - Information on the examination procedure - Information on the examination result - Assignment to department

	<ul style="list-style-type: none"> - Publication details - Data on the file being closed - User data of the doctoral researcher - User data of the employees - Log data (access data and change data)
<p>Categories of recipients Persons to whom the data required for the respective purpose must be disclosed (by means of transmission or granting of access; this applies only when the relevant activities are impossible without linking them with a specific person)</p>	<p>Internal</p> <ul style="list-style-type: none"> - Doctoral Studies Office, Graduate Academy philGRAD and Dean's Office of the Faculty of Arts and Humanities - University library - University administration - University Computer Centre - Quality Management - University Archives <p>External</p> <ul style="list-style-type: none"> - State Statistical Office - Parties and support bodies in the defence of claims and legal proceedings - We will transfer your personal data to external mentors and experts where you have personally applied for their admission.
Transfer to third countries (outside the EU or countries accepted by the EU with an equivalent level of data protection)	We also transfer your personal data to external mentors and experts in third countries outside the EU in accordance with your supervision agreement.
Storage periods	<p>After completion of your doctoral examination procedure (discontinuation due to incomplete registration, rejected acceptance, termination, failed examination or successful award of the degree), your data will be stored for different periods of time depending on the purpose of use before they are finally deleted.</p> <p>The relevant storage periods are governed by the university's Guidelines on storing, sorting, archiving and destruction of documents of 28 September 2018 (Official HHU Publication No. 43/2018)</p>
Data origin	The data are collected from you
Your rights	<p>Access to information about the personal data concerning you (Article 15 of the GDPR)</p> <ul style="list-style-type: none"> - Rectification of your data (Article 16 of the GDPR) - Erasure of your data (Article 17 of the GDPR) provided that there are no obligations to keep the data - Restriction of processing (Article 18 of the GDPR) - Right to data portability (Article 20 of the GDPR) - Complaint with the competent State officer for data protection