

## **Data protection policy in accordance with Art. 13 GDPR and consent form**

**Reason:** Provision of psychological counselling by the Student Advice and Counselling Centre (ZSB)

### **1. Name and address of the responsible controller**

The responsible controller as defined in the EU General Data Protection Regulation (GDPR) and other national data protection laws of the EU member states as well as other data protection-related provisions is:

Westfälische Wilhelms-Universität Münster (WWU) / University of Münster (WWU)

represented by its Rector, Prof Dr Johannes Wessels,  
Schlossplatz 2, 48149 Münster,  
Tel.: + 49 251 83-0  
Email: [verwaltung@uni-muenster.de](mailto:verwaltung@uni-muenster.de)

If you have any specific questions regarding how your personal data is processed by the ZSB, please contact:  
Bernadett Greiwe  
Head of the Student Advice and Counselling Centre (ZSB)  
Botanicum – Centre for Student Affairs  
Schlossgarten 3, 48149 Münster  
Tel.: +49 251 83-22087  
Email: [Bernadett.Greiwe@uni-muenster.de](mailto:Bernadett.Greiwe@uni-muenster.de)

### **2. Name and address of the data protection officer**

The data protection officer appointed by the responsible controller is:

Nina Meyer-Pachur  
Schlossplatz 2, 48149 Münster  
Tel: + 49 251 83-22446  
Email:

### **3. Data processing information for users of ZSB psychological counselling services**

#### **a) Scope of data processing**

The ZSB collects and processes the following personal data to initiate and conduct psychological counselling:

- (1) First and last name
- (2) Email address and phone number
- (3) Date, time and form of consultation (e.g. personal, virtual, telephone)
- (4) Documentation

#### **b) Purposes of data processing**

The processing of the personal data listed above (see 3a, 1-3) in the ZSB appointment calendar is required to efficiently organise and conduct the consultation session (or subsequent consultation sessions).

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The consultation is documented (see 3a, 4) in order to better recognise thematic developments and professionally accompany the consultation process. The documentation is password-protected and saved in encoded form. The encoding is saved separately with a password together with the personal data (3a, 1-2).

#### **c) Legal basis for processing personal data**

Your consent serves as the legal basis for processing your personal data listed above by the University of Münster, as stipulated by Art. 9 (2, 1a) GDPR.

#### **d) Further recipients of your personal data**

The counselling provided by the ZSB is confidential. Your personal contact data (3a, 1-3) may be viewed by the staff of the ZSB. In order to ensure the quality of our counselling services, it may be necessary to share your personal data within the ZSB (e.g. for purposes of supervision, making arrangements, transferring responsibilities internally, clarifying responsibilities etc.)

Your personal data will neither be shared with other recipients within the University of Münster nor with recipients outside the University (barring the endangerment of self and others) without your explicit consent.

Should it become necessary or desired to share your personal data collected in connection with psychological counselling to recipients at or outside the University of Münster, we will seek your explicit consent (in written form).

#### **e) Data processing in the case of virtual counselling**

Psychological consultation may be conducted virtually via video communication upon mutual agreement. The ZSB uses WWUzoom to conduct such virtual consultations, to which it adheres to its respective data protection policy (see <https://www.uni-muenster.de/IT/en/services/kommunikation/wwuzoom/datenschutz.html>). For each psychological consultation, the counsellor opens a new virtual counselling room in which all content is protected with end-to-end encryption.

#### **f) Duration of storage of personal data**

Your personal data is erased six months following your consultation appointment as marked in the ZSB appointment calendar. Documentation of the discussions with the ZSB counsellors who are certified psychological psychotherapists is stored for a duration of ten years after the final consultation session. This period is based on legal obligations regarding record-keeping and duty of documentation which apply to all psychological psychotherapists and which are governed by the European Psychotherapy Act and the Rules of Professional Practice for Psychological Psychotherapists. With regard to the other psychological counsellors at the ZSB, our rules on the storage of personal data are based on the Professional Code of Conduct of the German Psychological Society (DGPs) (No. 5.3, par. 13); <https://www.dgps.de/index.php?id=85#c2001832>). These guidelines recommend that personal data be kept on record for five years.

You may withdraw your consent to the storage of your data at any time. Your personal data will then be promptly erased unless there are legal reasons which justify the continued storage of your data. Withdrawal of consent does not result in any adverse consequences to you.

### **4. Your rights as a data subject**

You have the right to information about your personal data processed by the University of Münster (Art. 15 GDPR), the right to rectification (Art. 16 GDPR), erasure (Art. 17 GDPR), the restriction of processing (Art. 18 GDPR), the right to object to the processing of your personal data (Art. 18 GDPR) and the right to withdraw prior consent to such processing (Art. 7 (3) GDPR).

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You also have the right to lodge a complaint with the supervisory authority. The responsible supervisory authority is the Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen, Postfach 20 04 44, 40102 Düsseldorf, tel: +49 211 / 38424-0, email: [poststelle@ldi.nrw.de](mailto:poststelle@ldi.nrw.de)

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**Declaration of consent**

Name: \_\_\_\_\_

Phone number & email: \_\_\_\_\_

With your consent, you grant permission to the University of Münster (WWU) to collect and process the personal data listed above under (3a) for the purposes provided in (3b).

You have the right to withdraw your consent at any time. The legality of all data processing from the time of consent until withdrawal of consent remains unaffected.

I hereby voluntarily consent to having my personal data collected and processed. I have been informed of the scope and purpose of data collection and processing, as well as my right to withdraw my consent. I have received a copy of the data protection policy and the declaration of consent.

City, Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
(consenting party)