



Data Protection Policy in Accordance with Art. 13 GDPR and Consent Form

Project/Reason: Pertaining to the use of the participants' personal data required for organising courses offered by WWU Fortbildung

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, Germany
Tel.: + 49 251 83-0
Email: verwaltung@uni-muenster.de

For any queries you may have concerning the project please contact:
Nicola Meyer
Personnel Development
[Schlossplatz 2, 48149 Münster; Tel.: +49 251 - 83 - 21 421; Email: n.meyer@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, Germany
Tel.: + 49 251 83-22446
Email: Datenschutz@uni-muenster.de

3. Data processing in connection to course organisation

a) Scope of data processing

We process the following data in connection to course organisation:

- (1) first and last name
- (2) gender
- (3) date and place of birth
- (4) name of faculty/institute/department

b) Purpose of processing

The processing of the personal data indicated above is required by WWU IT to create your participant ID, as well as to carry out other administrative procedures related to your participation in courses offered by WWU Fortbildung.

c) Legal basis for processing personal data

The legal basis for processing your personal data as listed above is provided by your explicit consent granted to the University of Münster in accordance with Art. 6 (1, 1 a) GDPR.

d) Further recipients of your personal data

The personal information listed above is forwarded to the following recipients at and outside the University of Münster:

Recipients at the University of Münster:

- WWU IT for the purpose of creating participant IDs

Recipients outside the University of Münster:

- Instructors of the corresponding course (first and last name only)

e) Duration of storage of personal data

The personal data listed above is only stored for as long as it is required for the abovementioned purposes. We will delete your data upon withdrawal of consent.

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 of personal data (Art. 16 GDPR), the right to erasure (Art. 17 GDPR), the right to restriction of processing (Art. 18 GDPR) and the right to withdrawal of consent (Art. 7 (3) GDPR).

You also have the right to raise an objection with the supervisory authority. The responsible supervisory authority is: Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen, Postfach 20 04 44, 40102 Düsseldorf, Germany, tel.: +49 211 38424-0, email: poststelle@ldi.nrw.de

Declaration of Consent

Full name _____

Gender female male diverse no response

Date and place of birth _____

Name of faculty/institute/department _____

By granting your consent, you permit the University of Münster to collect the personal data indicated in 3a) and process it for the purposes indicated in 3b).

You have the right to withdraw your consent by notifying the responsible controller at any time. All processing of personal data performed prior to withdrawal remains lawful irrespective of your withdrawal.

I hereby grant the University of Münster permission to collect and process my personal data. I am aware of the scope and purpose of the data collection and processing, as well as my right to withdraw consent. I have received a copy of the Data Protection Policy and this Declaration of Consent.

Place, Date: _____

Signature: _____

(Consenting party)