Data Protection Policy for the management of the guesthouses (Welcome Centre)

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:

For any questions concerning the management of the guesthouses, please contact:
Ms Homeyer
International Office / Welcome Centre
Hüfferstraße 59
48149 Münster
Tel: +49 251 83-22600
maria.homeyer@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:

3. Data processing in connection to the management of the guest houses

Scope of data processing

We process the following personal data in connection to your accommodation inquiry:

(1) title, first and last name
(2) nationality
(3) email address
(4) phone number
(5) home university
(6) home country
(7) title, first and last name of companying partner
(8) first and last name of companying children
(9) birth date of companying children
(10) host faculty/institute at the WWU
(11) title and name of the host at the WWU
Purpose of processing

The personal data listed above is used to process your accommodation inquiry concerning the guesthouses of the WWU. The Welcome Centre also uses the data to help you prepare for your arrival in Germany and to advise you on bureaucratic matters during your stay. Important information is shared with you throughout your visit in the form of a newsletter sent to you via email.

Legal basis for processing personal data

If we request your consent to process your personal data, Art. 6 (1 a) of the EU General Data Protection Regulation (GDPR) serves as the legal basis for processing this data.

Further recipients of your personal data

The personal information collected in connection to your accommodation inquiry is forwarded to the following recipients at the University of Münster:

- Dept. 4 (Facility Management) and Dept. 5.2 (Financial/Administrative Accounting): First and last name of the tenant, address in Münster; if applicable, the name and address of the third party responsible for the direct payment of the rental fees to the University of Münster

Duration of storage of personal data

We store your personal data for only as long as necessary for fulfilling the purpose of processing stated above, or until you withdraw your consent.

Your rights as a data subject

Provided the respective legal regulations are fulfilled, 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) and the right to withdraw prior consent to such processing (Art. 21 GDPR).

Right to raise an objection with the supervisory authority

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.