Information on Data Protection in accordance with Sections 13, 14 GDPR when using the services of the Dual Career Support at the University of Cologne

as of: January 2020

Responsible person
The legal person responsible for data protection is:
University of Cologne
Public corporation represented by the Rector
Albertus-Magnus-Platz
50923 Cologne

Responsible person at the Department:
Silke Koppenhöfer
Department 45 – Dual Career & Family Support
University of Cologne, Albertus-Magnus-Platz, 50923 Cologne
cfs@verw.uni-koeln.de

Data Protection Officer
Contact details of the Data Protection Officer:
Data Protection Officer at the University of Cologne
Albertus-Magnus-Platz
50923 Cologne
dsb@verw.uni-koeln.de
+49 221-470-0

Purpose, nature and legal basis of our data processing
Dual Career Support (DCS) at the University of Cologne supports newly recruited professors, new research group leaders, and new international postdocs (and their families) during their transition to the University of Cologne. Depending on individual needs, this can include supporting a partner’s job search, childcare and schools, moving formalities and finding accommodation. New DCS clients receive the DCS contact form to fill out at the start of the counselling process.

The following personal data will be collected on the contact form:

- name, personal contact details
- if applicable, name and personal contact details of your partner
- name(s) and date of birth of the child(ren), if applicable
- if necessary, a CV containing personal data of your partner is requested

For the purpose of the advisory process, your data will be stored within the “DCS and FS Database” of Department 45 – Dual Career & Family Support on the administrative network of the University of Cologne. If necessary, individual documents will be printed out and stored in paper form in file folders. Individual data will only be passed on to third parties with your consent.

The information on the DCS contact form is required for the counselling process. By submitting the contact form including any attachments, you as a client agree to the processing of your personal data. The legal basis for the processing of information is Section 6 subsection 1...
sentence 1 letter f of the GDPR. The legitimate interest is that it allows the client to use the services of Dual Career Support.

No automated decision making (e.g. profiling) takes place.

Storage period
Your personal data will be processed until the purpose of processing is fulfilled. After a subsequent retention period of 3 years, it may be passed on to the University Archive in accordance with the provisions of the NRW Archives Act (this does not apply to all documents and information voluntarily submitted by your partner and children). The University Archives will either archive the data permanently or arrange for its deletion/destruction/anonymization.

Printed data-related documents from you, your partner or your children will be destroyed at the latest 3 years after the end of the counselling process.

Rights of data subjects
As a data subject, you have the right to

- information from the responsible person about your data
- correction of your data
- deletion of your data
- restriction of the processing of your data
- data transferability

You also have the right

- to object to the processing of your data.

You have the right to revoke this consent at any time. However, the revocation is only effective in the future. The data processing that already took place based on your consent until the time of revocation therefore remains lawful.

You can assert these rights preferably with the above-mentioned responsible person in Department 45.

You also have the right to complain to a supervisory authority. The responsible supervisory authority is:

State Commissioner for Data Protection and Freedom of Information of North-Rhine Westphalia
Postfach 20 04 44
40102 Düsseldorf
+49 211/38424-0
Fax: +49 11/38424-10
poststelle@ldi.nrw.de