



Universität Hamburg

DER FORSCHUNG | DER LEHRE | DER BILDUNG

This translation is for information only—only the German version shall be legally valid and enforceable!

Information pursuant to Article 13 of the General Data Protection Regulation (GDPR)

Dear Ms., Dear Mr.

You have contacted Universität Hamburg regarding your matter and in doing so provided us with personal data about yourself and/or one or more other individuals.

In order to process your matter, it is necessary to process the data you have provided. Pursuant to Art. 13 GDPR, we must inform you of the following:

1. Contact details for the controller

Universität Hamburg
Mittelweg 177
20148 Hamburg
Tel: +49 42838-0

Internet: <https://www.uni-hamburg.de>

Data Protection Officer of Universität Hamburg:
Bernd Uderstadt; mailing address as shown above
Email: datenschutz@uni-hamburg.de

2. Processing purpose

Your personal data will only be processed for the purpose of performing our duties in accordance with Section 3 of the Hamburg higher education act (Hamburgisches Hochschulgesetz, HmbHG) and any obligations arising therefrom.

Depending on the individual case, your data will be processed in accordance with Art. 6 subsection 1 letters b, c, e, or f GDPR.

Your personal data and information will be used internally to the extent required to process your matter.

Generally, your personal data is processed electronically.

3. Storage period or criteria used to determine the period of storage

The storage period depends on the applicable retention periods, which are either stipulated by law or oriented to the shortest possible storage period with respect to the specific processing

purpose. You can find an overview of the applicable retention periods at Universität Hamburg at [Universität Hamburg list of retention periods](#).

On expiry of the retention period, Universität Hamburg must submit the data processed to the University Archives. If appropriate for archiving, the file, including your personal data will be forwarded to the University Archives for permanent storage.

4. Right to information, rectification, erasure, restriction, and objection

You have the right to obtain information from us regarding the personal data about you we have stored.

If your data stored with us is incorrect, you may demand rectification. Moreover subject to the conditions set forth in either Art. 17 or Art. 18 GDPR, you have the right to have us erase or restrict the processing of your data. Furthermore, you have the right to object, on grounds related to your particular situation, at any time to the processing of personal data concerning you which is based on Art. 6 subsection 1 letters e or f GDPR.

If the processing of your data is based on consent, you may withdraw consent at any time. This shall not affect the lawfulness of processing carried out on the basis of consent prior to its withdrawal.

You have the right to lodge a complaint with a supervisory authority.

You are not obliged to provide Universität Hamburg with your personal data and information, however, failure to do so may render Universität Hamburg unable to process and handle your matter.