

## Information pursuant to Article 13 of the General Data Protection Regulation (GDPR) concerning procedures at the Department for Research and Technology Transfer

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- 1. Consultancy activities and funding applications
  - 2. Event registration and organisation
  - 3. Data on websites
  - 4. Information services and newsletter
  - 5. Financial management
  - 6. Sending technology-related information
  - 7. Photography
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(Last revised on: 23/01/2020)

Information on the collection of personal data from the data subject (Article 13 of the GDPR)

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### 1. Details of the data processor

#### 1.1. Name and contact details of the responsible organisation:

University of Oldenburg (public body)  
legally represented by the President  
Ammerländer Heerstraße 114-118  
26129 Oldenburg  
Phone: +49 441 798 0  
Fax: +49 441 798 3000  
Email: [internet@uni-oldenburg.de](mailto:internet@uni-oldenburg.de)  
Website: [www.uni-oldenburg.de](http://www.uni-oldenburg.de)

#### 1.2. Contact person/process owner

*Department for Research and Technology Transfer*

*Manager: Dr. Michaela Muylkens*

*Phone: +49 411 798 4756*

*Email: [michaela.muylkens@uol.de](mailto:michaela.muylkens@uol.de)*

#### 1.3. Name and contact details of the data protection officer:

**University of Oldenburg**  
**The data protection officer**  
**Ammerländer Heerstraße 114-118**  
**26129 Oldenburg**

**Telephone: +49 441 798 4196**

**Email: [dsuni@uol.de](mailto:dsuni@uol.de)**

**<https://www.uni-oldenburg.de/datenschutz/>**

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## 2. Scope of processing

### 2.1. Types of personal data processed:

- Contact details (name, title, address, email address, telephone number)
- Demographic data (gender)
- Personnel costs (in the context of project consultancy and financial management)
- Data regarding affiliation to the University, a School or an Institute, and membership to a Graduate School
- Positions and roles (at companies, authorities, institutions)
- Participation in events, interests, education, degree programmes/study semester
- Details regarding cost absorption models for events
- Curriculum vitae/certificates (degree programmes/employment references/practical experience)
- Bank details
- Data regarding start-ups (project name, industry, team size, founding principle(s), patents)
- Photos of events

### 2.2. Duration for which personal data is stored

Data of staff members is kept until the end of the employment contract

Invoice data is kept for 10 or 15 years in the form of invoices, otherwise as above

Invitations/correspondence/newsletters regarding training events are kept for three years

Certificates are kept for 50 years in accordance with the guidelines for the safekeeping, archiving and destruction of documents

All other data is kept until consent is revoked, or the purpose for which data is collected and processed has been terminated or completed

### 2.3. Purpose(s) for which personal data is processed:

#### 1. Advising university members, on

- Applications for third-party funding
- Start-ups
- Financing/funding for start-ups
- Patents and licenses/property rights

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- Training and workshop opportunities
- Support for and processing of funding applications

### 2. For event registration and organisation:

- Registration for events
- Coordination of registrations
- Creation of participant lists and name badges
- Documentation of events
- Invoicing (for events with entrance fees)
- Creation of certificates

### 3. For data on websites:

- Registrations (Schlaues Haus Oldenburg, University's Founding and Innovation Centre (GIZ), Graduate academy GA)
- Data of internal and external service providers/instructors/coaches
- Data of start-ups
- Data of staff members
- Data of events

### 4. For information services and newsletters:

- Registration for newsletters (Schlaues Haus Oldenburg, University's Founding and Innovation Centre (GIZ), Graduate Academy GA)
- Sending information and newsletters by email
- Invitations to take part in/use services offered via email
- Announcement of event dates in newspapers (especially in the Weser-Ems region)

### 5. For financial management:

- Settlement of project-related data with regard to third-party funding providers (finances, personal data, etc.).
- Checking invoices issued by external providers
- Issuing invoices to workshop participants

### 6. For sending technology-related information:

- Sending the "Technology Information" booklet (in the post)

### 7. For photography:

- Creation of digital photos
- Documentation of events (online/offline)
- Use of photos to promote projects/other events
- Photos of staff members for presentations and website

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### 2.4. Legal basis for processing

Fulfilment of the contract in accordance with Article 6(1)(b) of the GDPR or consent in accordance with Article 6(1)(a) of the GDPR and, in the case of the fulfilment of tasks assigned by the University, also Article 6(1)(e) of the GDPR, in conjunction with the Lower Saxony Higher Education Act (NHG), if applicable.

### 2.5. Data provision

The provision of personal data is not required by law/contract, but it is necessary for the conclusion of a contract and/or the use of (consultancy) services.

### 2.6. Consequences of not providing personal data

Failure to provide personal data has the following consequences:

1. You will not receive any advice or support.
2. You will receive no invitations and will not be able to participate in events.
3. Your information will not be published on the websites.
4. You will not receive the newsletter.
5. No financial services can be provided to you.
6. You will not receive any technology-related information.
7. No photos of you will be taken or used.

## 3. Data transfer and international parties

### 3.1. Recipients or types of recipients of personal data

1. Staff members, to some extent affiliated institutes, postdocs, doctoral candidates, start-ups, alumni, national and European (third-party) funding bodies, ministries and administrative bodies, co-applicant universities and partner institutions

2. Staff members, students, service providers/instructors/coaches, doctoral candidates, postdocs, employees of start-ups

3. Staff members, doctoral students, postdocs, scholarship holders, service providers/instructors/coaches, employees of start-ups, companies and authorities

4. Staff members, students, doctoral candidates, postdocs, staff members of start-ups, companies, authorities, alumni, journalists and editors

5. Staff members, students, doctoral candidates, postdocs, service providers/instructors/coaches, start-ups, scholarship holders, national and European third-party funding bodies, ministries and administrative bodies, co-applicant universities and partner institutions

6. Staff members of institutions, companies, authorities

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7. Staff members, students, test subjects, doctoral candidates, postdocs, service providers/instructors/coaches, staff members of start-ups, civil society, companies, authorities

### 3.2. Transfer to a third country/international organisation

1. Researchers are informed about the potential risks of third country participation by means of a disclaimer.
2. We do not intend to transfer this data to a third country or an international organisation.
3. We do not intend to transfer this data to a third country or an international organisation.
4. We do not intend to transfer this data to a third country or an international organisation.
5. Researchers are informed about the potential risks of third country participation by means of a disclaimer.
6. We do not intend to transfer this data to a third country or an international organisation.
7. We do not intend to transfer this data to a third country or an international organisation.'

### 4. Your rights as a data subject

As a data subject, you have the following rights:

- Right of access (Article 15 of the GDPR)
- Right to rectification (Article 16 of the GDPR)
- Right to erasure (Article 17 of the GDPR)
- Right to restriction of processing (Article 18 of the GDPR)
- Right to object to the processing of your data (Article 21 of the GDPR)
- Right to data portability (Article 20 of the GDPR)
- You are entitled to **revoke** any consent you may have given at any time with future effect, without affecting the lawfulness of the processing carried out on the basis of said consent until the point of revocation (Article 7.3 of the GDPR).
- If you believe that the processing of your personal data violates data protection regulations, please contact the data protection officer (see point 1.3.). Irrespective of this, you also have the right to **lodge a complaint** with the relevant supervisory authority. The supervisory authority is the:

**Landesbeauftragte für den Datenschutz Niedersachsen.**  
**Prinzenstraße 5**  
**30159 Hannover**  
**Telephone: +49 511 120 4500**  
**Fax: +49 511 120 4599**  
**Email: [poststelle@ldf.niedersachsen.de](mailto:poststelle@ldf.niedersachsen.de).**

**More information about data protection can also be found on the website of the Data Protection and Information Security Management Unit: <https://uol.de/dism>**