Karlsruher Institut für Technologie

Information on Data Protection According to Article 13 General Data Protection Regulation (GDPR)

KIT Graduate Excellence Program (GradExcPro) Implementing the Baden-Württemberg State Graduate Funding Program (Landesgraduiertenförderung) at KIT

The following information provides an overview of how your personal data is processed and your rights under data protection law. According to Article 4, par. 1 of the EU General Data Protection Regulation (GDPR), personal data is any information relating to an identified or identifiable natural person.

1. Controller and Data Protection Commissioner
According to the GDPR (Article 4, par. 7) and other data protection regulations, the controller is:

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76131 Karlsruhe, Germany
Phone: +49 721 608-0
Fax: +49 721 608-44290
E-Mail: info∂kit.edu

KIT is a corporation governed by public law. It is represented by its president.

Our **Data Protection Commissioner** can be contacted at datenschutzbeauftragte∂kit.edu or by ordinary mail with “Die Datenschutzbeauftragte” (the Data Protection Commissioner) being indicated on the envelope.

2. Method of Data Processing

a. **Scope and purpose:** We process your personal data to conduct the selection procedure and run and administer GradExcPro, through which KIT implements the State Graduate Funding program (Landesgraduiertenförderung, LGF).

   For this purpose, we process the following data:

   - Name, date of birth, gender, nationality
   - E-mail address, telephone number (private and business)
   - Information from the application documents you submitted for the selection process, in particular regarding your university studies, scientific qualifications, international experience, your research idea and preferred research environment at KIT, and any optional information you choose to provide that may support a comprehensive assessment of your application, including additional context on your academic development and other relevant experiences and achievements
   - In event of funding, additionally: details on your doctoral project and supervision, as well as information on stays abroad, maternity and parental matters, secondary employment, stays abroad, and other matters insofar as they are relevant to the granting and administration of your funding.

b. **Recipients:** Access to the above data at KIT is restricted to authorized employees of the participating organizational units and committees: the Karlsruhe House of Young Scientists (KHYS), the participating KIT Graduate Schools, prospective supervisors assigned to you via the matching procedure, and—in case of funding—your hosting institute to initiate the employment procedure, as well as the KIT business units Personnel Service (PSE), Accounting (BUHA), Budget and Finance (HF), Legal Affairs (RECHT), and International Affairs (INTL, for the equivalence assessment of foreign certificates and to support visa procedures). Access is granted to the members of the GradExcPro Committee (State Graduate Funding Committee) as well as to the participating Graduate Schools’ steering committees involved in the selection process.

   In addition, in accordance with archiving regulations, documents must be offered to the KIT Archives before they are deleted. The archive decides whether to accept the documents. The KIT Archives protects the legitimate interests of those affected in accordance with the State Archives Act of Baden-Württemberg (LArchG) and other relevant legal provisions.

c. **Legal Basis:** The legal basis for processing the above personal data for the KIT Graduate Excellence Program based on the State Graduate Funding (LGF) is Article 6, par. 1, e and par. 3 General Data Protection Regulation (GDPR) in conjunction with Article 20, par. 2 KITG (Act on KIT) in conjunction with Article 12, par. 1 LHG (Act of Baden-Württemberg on Universities and Colleges), Article 2, par. 2, cl. 7 LHG and Article 10 of the Statutes of KIT on the Implementation of the LGFG (insofar as applicable to the co-funding of research positions).

d. **Storage period:** Personal data will be stored for as long as necessary for the above-mentioned purposes, i.e., data collected for the application process will be deleted within three months of the end of the application process in the event of rejection, unless the applicant is qualified for the successor procedure; in which case the deletion will take place within 6 months after the start of the funding period. The personal data of scholarship holders will be deleted upon expiry of the applicable commercial or tax law retention obligations. According to Article 5, par. 1, e, GDPR in conjunction with Article 8, par. 2, State Archives Act (LArchG) and Articles 3 and 2, LArchG the data may be transferred to the KIT Archives, where it is generally stored indefinitely.

3. Your Rights

As far as your personal data are concerned, you have the following rights:

- Right to revoke your consent with effect for the future, provided that processing is based on a consent according to Article 6, par. 1, sub-par. 1, a GDPR (Article 7, par. 3 GDPR).
- Right to confirmation whether data about you are processed and right to information about the data processed and about data processing as well as right to obtain copies of the data (Article 15 GDPR).
- Right to rectification or completion of incorrect or incomplete data (Article 16 GDPR).
- Right to immediate erasure of your personal data (Article 17 GDPR).
- Right to restriction of processing (Article 18 GDPR).
- Right to data portability in a structured, standard, and machine-readable format, if processing is based on a consent according to Article 6, par. 1, sub-par. 1, a or Article 9, par. 2, a or on an agreement according to Article 6, par. 1, sub-par. 1, b (Article 20 GDPR).
- Right to object to the future processing of your personal data, if the data are processed according to Article 6, par. 1, e or f GDPR (Article 21 GDPR).

In addition, you have the right to complain about the processing of your personal data by KIT with its supervisory authority (Article 77 GDPR). According to Article 25, par. 1, LDSG (State Data Protection Act), the supervisory authority of KIT according to Article 51, par. 1 GDPR is: Der Landesbeauftragte für den Datenschutz und die Informationsfreiheit Baden-Württemberg (Baden-Württemberg State Commissioner for Data Protection and Freedom of Information) (https://www.baden-wuerttemberg.datenschutz.de/).