

Information on Data Protection according to Article 14 of the General Data Protection Regulation (GDPR)

Individual Career Coaching with External Coaches

The Privacy Policy is to provide information on the processing of your personal data and on your rights according to data protection legislation. According to Article 4, No. 1 of the EU General Data Protection Regulation (GDPR), personal data are all data that can be related to an identified or identifiable natural person.

1. Controller and Data Protection Commissioner

In accordance with the GDPR and other data protection regulations, the controller responsible for data processing in the context of the nomination is:

Karlsruhe Institute of Technology (KIT)

Kaiserstraße 12

76131 Karlsruhe, Germany

Phone.: +49 721 608-0

Fax: +49 721 608-44290

Email: 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. Methods of Data Processing

a. Scope and Purpose: We process your personal data [last name, first name, career phase, email address, and phone number; institution; duration of your doctoral or postdoctoral studies; information about your need for support] to determine which candidates are supported for an Individual Career Coaching with an External Coach (hereinafter: Career Coaching) from KIT and, if funding is awarded, the processing of invoices. The purpose is therefore to identify the recipients of the grant and to administer the funding program.

b. Recipients: Access to your data at KIT will be limited exclusively to those KIT employees responsible for the necessary processing steps (Karlsruhe House of Young Scientists (KHYS); for the invoice processing the Service Division Finance (SE 1)). In the event of a positive decision, the individuals concerned will be notified. If necessary, coordination with your coach regarding billing will be required.

c. Storage Period: The personal data collected in connection with the Career Coaching selection procedure and its execution will only be stored at KIT as long as this will be needed for fulfilling the above purposes or as long as this is legally permitted. In case a funding is granted, the data will be stored for a period of ten years so that the obligations under tax legislation can be fulfilled (Commercial Code, Article 257, Storage of Documents). Data of persons not selected for the Career Coaching will be erased within a year.

d. Legal Basis: The legal basis for processing these data is Art. 6, par. 1, lit. e and par. 3 lit. b GDPR in conjunction with Article 20, par. 1 and par. 2 KITG (Act on KIT) in conjunction with Article 12, par. 1, 3 LHG (Act of Baden-Württemberg on Universities and Colleges) in conjunction with Art. 2 par. 5 no. 16 of the Regulations on the Processing of Personal Data by the Karlsruhe Institute of Technology (KIT) in the Course of Its University-Specific Activities (Satzung über die Verarbeitung von personenbezogenen Daten durch das Karlsruher Institut für Technologie (KIT) im Rahmen seiner hochschulspezifischen Aufgabenerfüllung).

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 GDPR or on an agreement according to Article 6, par. 1, sub-par. 1, b GDPR (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/>).