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## Privacy Policy According to Article 13 General Data Protection Regulation (GDPR) Implementation of the Scholarship Program for the Graduate Funding from the State (Landesgraduierertenförderung) at KIT

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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:

Karlsruhe Institute of Technology (KIT)  
Kaiserstraße 12  
76131 Karlsruhe, Germany  
Phone: +49 721 608-0  
Fax: +49 721 608-44290  
E-Mail: [info@kit.edu](mailto:info@kit.edu)

Karlsruhe Institute of Technology is a public corporation represented by its President. Our Data Protection Commissioner can be contacted at [datenschutzbeauftragte@kit.edu](mailto: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 collect and store your personal data so that we can run the scholarship program for the Graduate Funding from the State, and we process the following data for this purpose:

If you participate in the scholarship program for the Graduate Funding from the State at KIT as part of the Individual Funding (including completion scholarship program) or Cooperative Doctoral Programs, we process the following personal data:

- Name, date of birth, gender,
- e-mail address, telephone number (private and business), address,
- employment status,
- children living in the household (in the case of a family allowance),
- doctoral subject and names of supervisors,
- account details (IBAN and BIC) and tax ID,
- information from the application documents you submitted for the selection process, in particular regarding your university studies, your scientific qualifications, and your doctoral project.
- We also process personal data relating to your current and planned employment activities and current and planned subsidies from third parties.

If you participate in the completion scholarship program as part of the Graduate Funding from the State at KIT, we will *additionally* process data for the implementation and administration of scholarships to support the completion of your dissertation.

- 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) and the business units Accounting (BUHA), Budget and Finance (HF), Personnel Service (PSE), Legal Affairs (RECHT) and International Affairs (INTL, usually only for the equivalence assessment of foreign certificates). Only in the case of participation in the Individual Funding (including completion scholarship program), access is granted to the members of the Scholarship Awards Committee as well as to the KIT department’s committees for the Graduate Funding from the State, if they are involved in the selection process. Only in the case

of participation in a Cooperative Doctoral Program, the coordinating offices and the selection committee of the respective doctoral program have access to the data.

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 Scholarship Program for the Graduate Funding from the State is Art. 6, par. 1, e, General Data Protection Regulations (GDPR) in conjunction with Article 6, par. 3, GDPR, the Act on Graduate Funding from the State (LGFG), and Article 10 of the Statutes of KIT on the Implementation of the LGFG.
- 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/>).