



## Information about personal data processing in the management of student residence hall applications

Here, we would like to inform you about the processing of your personal data according to §§ 15 and 16 of the Law on Church Data Protection (*Gesetz über den Kirchlichen Datenschutz - KDG*) and the rights you are entitled to according to the data protection law.

### **The responsible party for the data processing and the data protection officer is the**

Catholic University of Freiburg gGmbH  
Karlstr. 63  
79104 Freiburg  
Telephone: +49 761 / 200 1400

You can reach our **data protection officer** at:  
SCO Consult GmbH, Attorney Ziar Kabir, email: [z.kabir@sco-consult.de](mailto:z.kabir@sco-consult.de)

### **Categories of data used and source of data**

The categories of personal data processed include, in particular: first name, last name, name affixes, date of birth, gender, contact details, such as private address, (mobile) phone number, e-mail address, and study status and other data from applicant management (e.g., CV, data on education, skills and competencies).

Your personal data will be sent to us as part of your application for student housing in the residence hall or we will request it in the University's internal student portal.

### **Purpose and legal basis of data processing**

We process your personal data in compliance with the provisions of the KDG.

The data processing serves to carry out the application procedure according to § 6 paragraph 1 lit. c KDG.

### **Data transfer**

Within the KH Freiburg, only the people and offices (e.g., residence hall administration) involved in the application process will receive your personal data.

### **Data subject rights**

According to the provisions of the KDG, you have the following rights:  
Section 2 KDG lists your rights regarding the handling of your personal data. We refer here to Section 17 (right to information), Section 18 (right to correction), Section 19 (right to deletion) and Section 20 (right to restriction of processing).

Should you make use of your above-mentioned rights, the KH Freiburg will check whether the legal requirements for this are fulfilled.

### **Right of complaint**

You have the option of submitting a complaint to the above-mentioned data protection officer or to our data protection supervisory authority. You can reach our data protection supervisory authority at:

Ursula Becker-Rathmair  
Haus am Dom  
Domplatz 3  
60311 Frankfurt  
Tel.: (069) 8008718-0  
E-Mail: [u.becker-rathmair@kdsz-ffm.de](mailto:u.becker-rathmair@kdsz-ffm.de)

### **Duration of personal data storage**

Should your application not be accepted, we will delete your personal data within one week. The retention period depends on the possibility of legal action in accordance with §15 of the German General Equal Opportunities Act (AGG) and the associated objection periods. A longer storage of your data is only possible with your explicit consent.

### **Right of revocation in case of consent**

If you have consented to the processing of your personal data by making a corresponding declaration, you can revoke your consent at any time for the future. The legality of the data processing carried out on the basis of the consent until the revocation is not affected by this objection.

If you revoke your consent to the processing of your personal data, your participation in the application process will end and we will delete your application data immediately or return it to you.

Please send the revocation of your consent in writing to the above postal address.

### **Obligation to provide data**

In order to participate in the application process, you are required to provide your data. We need your data for the selection of applicants for the allocation of rooms. If you do not provide the required data, your application cannot be considered.

Freiburg, July 2020

Martin Kraft  
Chancellor