

Privacy Information regarding the processing of personal data within the scope of collecting applications for master's theses at the IMW, as well as for verifying prerequisites and coordinating the master's thesis

(Version 1.0 of December 3, 2025)

With this privacy notice, the Bielefeld University fulfils its information obligations under Articles 13 and 14 of the EU General Data Protection Regulation (GDPR) concerning the processing of personal data mentioned above. For definitions of key terms such as "personal data", "processing", "controller", "third party", and others, please refer to Article 4 of the GDPR.

1. Contact Details

The controller responsible for data processing is Bielefeld University, a public law institution with legal capacity established by the state of North Rhine-Westphalia. It is represented by the Rector.

1.1. Contact details of the controller

Bielefeld University
Universitätsstraße 25
D-33615 Bielefeld
Phone: +49 (0)521 / 106 – 00
Email: post@uni-bielefeld.de
Web: <https://www.uni-bielefeld.de>

Contact for subject-related inquiries

Email: mastertheses.imw@uni-bielefeld.de
Phone: +49 521 106-4901
Web.: <https://www.uni-bielefeld.de/zwe/imw/teaching/master-theses/>

1.2. Contact details of the data protection officer

You can reach the Data Protection Officer by post at the controller's address.
Phone: +49 (0)521 106-5225
Email: datenschutzbeauftragte@uni-bielefeld.de

2. Processed Personal Data and Purposes

As part of the collecting applications for master's theses at the IMW, as well as for verifying prerequisites and coordinating the master's thesis, your personal data is collected and processed for the following purposes:

For verifying prerequisites:

- Course of studies, profile
- transcript

For coordinating the master's thesis

- title
- forename
- surname
- email address
- matriculation number

3. Legal Basis for Data Processing

The legal basis for processing personal data for the above-mentioned purposes is Article 6(1)(e) of the EU General Data Protection Regulation (GDPR). The processing is carried out as part of the University's performance of its public tasks pursuant to § 3 of the Higher Education Act of North Rhine-Westphalia (HG NRW).

Where the collection of personal data for the above-mentioned purposes is based on the consent of the data subject, the legal basis is Article 6(1)(a) GDPR.

4. Data Transfers

Your personal data, which is processed by Bielefeld University for the purposes listed under section 2, is generally not transferred to third parties.

In individual cases, however, data may be transferred to third parties on the basis of a legal provision, for example, to law enforcement authorities for the investigation of criminal offenses in accordance with the provisions of the German Code of Criminal Procedure (StPO).

5. Data Retention and Deletion Periods

Data processed for the above-mentioned is deleted one year after collection.

Please note that when personal data is published on the internet, it may be accessed worldwide by anyone — including through search engines (e.g. Google). This can enable the creation of personal profiles by linking the published data with other information available about you online. The data may also be used for purposes other

than those originally intended. Search engine archiving services (e.g. www.archive.org) may allow access to your data even after it has been removed or modified on the University's websites.

6. Your Rights as a Data Subject

As a data subject, you have the following rights under the EU General Data Protection Regulation (GDPR), which you may exercise at any time:

- The right to obtain information about whether and which of your personal data is being processed (Article 15 GDPR),
- The right to request the correction or completion of inaccurate or incomplete personal data concerning you (Article 16 GDPR),
- The right to request the deletion of your personal data in accordance with Article 17 GDPR,
- The right to request the restriction of processing under the conditions set out in Article 18 GDPR
- The right to withdraw your consent at any time. The withdrawal of consent does not affect the lawfulness of processing carried out prior to the withdrawal (Article 7(3) GDPR).

In addition to the rights listed above, you also have the right to lodge a complaint with a data protection supervisory authority (Article 77 GDPR), for example with the authority responsible for the University:

State Commissioner for Data Protection and Freedom of Information of North Rhine-Westphalia
Kavalleriestraße 2-4
D-40213 Düsseldorf