

Privacy Information regarding the processing of personal data within the scope of the Call for Contributions for NEOLAiA Joint activities.

(Version 1.0 of 06.05.2026)

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: io@uni-bielefeld.de
Phone: +49 521 106 67766
Web.: <https://www.uni-bielefeld.de/einrichtungen/international-office/>

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 selection of participants for NEOLAiA joint activities, your personal data is collected and processed for the following purposes:

For event application and participation management

- Name
- Field of study / academic discipline
- Personal website

For programme organisation

- Title
- Abstract
- Format of contribution
- Duration
- Additional organisation information (if provided)

The data is processed for the administration, selection, coordination, and implementation of the NEOLAiA Joint activities.

3. Legal Basis for Data Processing

The legal basis for processing personal data in the context of application and event organisation is Article 6(1)(e) GDPR in conjunction with § 3 HG NRW (Higher Education Act of North Rhine-Westphalia), as the processing is necessary for the performance of tasks carried out in the public interest by the university.

Where the processing is based on consent (e.g. optional publication of contributions or contact details), the legal basis is Article 6(1)(a) GDPR. Consent may be withdrawn at any time without affecting the lawfulness of processing prior to withdrawal.

4. Data Transfers

Data may be shared within the NEOLAiA university network (partner institutions involved in the Joint Learning activity) for the purpose of reviewing contributions, coordinating the programme, and organising participation. External service providers may be used for technical processing (e.g. form management systems such as Formcycle). These providers act as data processors under Article 28 GDPR and are contractually bound to confidentiality and data protection requirements.

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).

No transfer of personal data to third countries outside the EU/EEA takes place.

5. Data Retention and Deletion Periods

Data processed for selection of participants for NEOLAiA joint activities is deleted 6 months after the registration.

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,