UNIVERSITÄT BIELEFELD

Bielefeld Universitv. P. O. Box 10 01 31. D-33501 Bielefeld

Privacy Information regarding the processing of personal data within the scope of the NEOLAiA General Meeting at Bielefeld University

(Version 1.0 of 10.09.2026)

With this privacy notice, 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

1.2. Contact for subject-related inquiries

International Office – Welcome Centre
Email: io@uni-bielefeld.de
Phone: +49 (0)521 106-67766
Web: https://www.uni-bielefeld.de/einrichtungen/international-office/

1.3. 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

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2. Processed Personal Data and Purposes

As part of the registration for and the organisation of the NEOLAiA Event taking place at Bielefeld University from 12 to 14 May 2027, your personal data is collected and processed for the following purposes:

For registration and participant management (mandatory data)

- First name and last name
- Institution
- Mobile phone number (for coordination during the event)
- Email address
- Date of arrival and date of departure

For the organisation of the optional field trip (voluntary data)

- Your indication whether or not you wish to take part in the field trip on 14 May 2027

For catering and for accessible event organisation (voluntary data belonging to special categories of personal data)

- Dietary requirements (vegetarian, vegan, no restrictions)
- Allergies and other dietary restrictions
- Requirements regarding mobility and accessibility, e.g. wheelchair access or step-free access

For communication with the organising team (voluntary data)

- Free-text remarks which you provide in the registration form

For public relations work and documentation of the event (voluntary data, processed only with your consent)

- Photographs taken during the event on which you may be recognisable

The data marked as mandatory in the registration form are required in order to process your registration; without them, your participation in the event cannot be organised. All other data are provided on a voluntary basis. If you do not complete the optional fields, the only consequence is that the organising team cannot take the corresponding requirements or wishes into account.

Your personal data are not used for automated decision-making, including profiling.

3. Legal Basis for Data Processing

The legal basis for the processing of personal data for the purposes of registration, participant management, communication with the organising team and the organisation of the field trip is Article 6(1)(e) GDPR in conjunction with § 3 of the Higher Education Act of North Rhine-Westphalia (HG NRW). The processing is carried out as part of the University's performance of its public tasks in the field of international cooperation.

Insofar as special categories of personal data are processed – namely dietary requirements, allergies and other dietary restrictions, and requirements regarding mobility and accessibility – the legal basis is Article 9(2)(a) GDPR in conjunction with Article 6(1)(a) GDPR (explicit consent). These data are processed solely for the purpose of catering and accessible event organisation.

The legal basis for the processing of photographs taken during the event is Article 6(1)(a) GDPR (consent) in conjunction with § 22 of the German Act on the Protection of Copyright in Works of Art and Photographs (KUG).

Consent is given separately in the registration form for each of these purposes and is voluntary. It may be withdrawn at any time with effect for the future by sending an informal message to io@uni-bielefeld.de. The withdrawal of consent does not affect the lawfulness of processing carried out prior to the withdrawal, and it has no effect on your registration for the event.

4. Data Transfers

Your personal data may be shared with the partner universities of the NEOLAiA alliance for the purpose of coordinating and organising the event. All nine partner universities of the alliance are located within the European Union.

Depending on the information you provide, your data may also be transferred to service providers commissioned for the event. Only the data strictly necessary for the respective service are transferred:

- Name, dietary requirements, allergies and other dietary restrictions to the catering service provider,
- Name and dates of arrival and departure to the accommodation provider,
- Name, participation in the field trip and, where relevant, accessibility requirements to the transport provider for the field trip.

External service providers are also used for technical processing, in particular the form management system Formcycle, which is used to operate the registration form. Where service providers gain access to personal data, this access occurs exclusively on the basis of a data processing agreement in accordance with Article 28 GDPR. These providers are contractually obliged to treat your data as confidential and to process it solely in accordance with our instructions.

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 offences in accordance with the provisions of the German Code of Criminal Procedure (StPO).

Your personal data is not transferred to countries outside the European Union (so-called “third countries”). Photographs published with your consent on publicly accessible websites or social media channels may, however, be accessed worldwide; please see section 5 in this respect.

5. Data Retention and Deletion Periods

Data processed for the purposes of registration and participant management is deleted three months after the end of the event, or – if the data is stored in physical form – destroyed accordingly.

Data concerning dietary requirements, allergies and other dietary restrictions, as well as requirements regarding mobility and accessibility, is deleted immediately after the end of the event.

Photographs for which you have given your consent are stored until you withdraw your consent. Following a withdrawal, the photographs concerned are removed from the University’s own websites and channels without undue delay.

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 data portability in accordance with Article 20 GDPR, insofar as the processing is based on your consent,
- 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).

Right to object (Article 21 GDPR): You have the right to object at any time, on grounds relating to your particular situation, to the processing of your personal data which is carried out on the basis of Article 6(1)(e) GDPR. If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms.

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