

Privacy Information regarding the processing of personal data within the scope of registration for a training course offered by the Personnel Development Programme for Researchers and Teaching Staff [e.g. online registration, course participation, application process]

(Version 1.0 dated 25 March 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

1.2 Subject-Specific Contact Person

GrACe – Graduate and Academic Career Development Centre
Email: pep@uni-bielefeld.de
Website: www.uni-bielefeld.de/pep

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

2. Processed Personal Data and Purposes

In the context of registering for an event of the Personnel Development Programme for Researchers and Teaching Staff (PEP), your personal data is collected and processed for the following purposes:

- 2.1 For registration and organisation of an event within the Personnel Development Programme for Researchers and Teaching Staff:
- Basic personal data (Title, First and Last Name)
 - Contact details (Phone number, Email address – professional/private)
 - Faculty/Institution, Department affiliation
 - Individual requirements regarding accessibility or other support for participation
- 2.2 For the evaluation of the event (participant numbers, group composition, e.g., regarding status group):
- Gender
 - Faculty/Institution, Department affiliation
 - Employment status, Career stage

Personal data entered in free-text fields may also be processed.

3. Legal Basis for Data Processing

The collection of personal data for the purpose stated in section 2 is based on the consent of the data subject pursuant to Art. 6 (1) (a) EU GDPR.

4. Data Transfers

The personal data listed under section 2.1 will be transmitted to the respective trainers or speakers of the event for the purpose of preparing and conducting the event. Depending on the event, these may be internal trainers or speakers from Bielefeld University or external trainers or speakers.

In individual cases, data may be transferred to third parties on the basis of a legal permission, for example, to law enforcement authorities for the investigation of criminal offences within the framework of the German Code of Criminal Procedure (StPO).

We use external service providers (processors) who process personal data on our behalf. We have concluded contracts with these service providers pursuant to Art. 28 EU GDPR to ensure the protection of your data.

- XIMA Media GmbH, Sudhausweg 9, 01099 Dresden, Germany, is used to provide web-based digital forms. In this process, the registration data entered, as well as meta-data and logging data of the digital form, are processed.

Your personal data will not be transferred to countries outside the European Union (so-called “third countries”).

5. Data Retention and Deletion Periods

The data mentioned in sections 2.1 and 2.2 will be retained for service reasons (e.g., re-issuing a certificate of attendance or providing workshop materials) for 5 years after the end of the event and will then be deleted or – if the data is in the form of paper documents – destroyed. The meta-data and logging data of the digital registration form will be automatically deleted 11 months after entry.

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,
Germany