

# Privacy Information regarding the processing of personal data within the scope of German Summer Courses at Bielefeld University

(Version 1.0 of September 24, 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](mailto:post@uni-bielefeld.de)  
Web: <https://www.uni-bielefeld.de>  
Contact for subject-related inquiries  
Email: [sommerkurse@uni-bielefeld.de](mailto:sommerkurse@uni-bielefeld.de)  
Phone: 0521 106 3679  
Web.: <http://www.uni-bielefeld.de/sommerkurse>

### 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](mailto:datenschutzbeauftragte@uni-bielefeld.de)

## 2. Processed Personal Data and Purposes

As part of the German Summer Courses, your personal data is collected and processed for the following purposes:

For registration

- Title
- Surname
- First name
- Email address
- Address
- Date of birth
- Nationality
- Field of study
- University
- Language level
- Copy of passport/identity card

For allocation of seats

- Title
- Surname
- First name
- Email address
- Nationality
- Field of study
- University
- Language level

For creating invitation letters

- Title
- Surname
- First name
- Address
- Date of birth
- Nationality

For the creation of certificates of attendance

- Title
- Surname
- First name
- Date of birth
- Field of study
- Language level

### **3. Legal Basis for Data Processing**

The collection of personal data for the processing of the summer German courses is based on the consent of the affected individuals in accordance with Article 6 (1) lit. a of the EU GDPR.

#### **4. Data Transfers**

We generally do not transfer your personal data, which is processed by the University of Bielefeld for the purposes mentioned in point 2, to third parties.

#### **5. Data Retention and Deletion Periods**

The personal data will be deleted 11 months after the receipt of your 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),
- The right to object to the future processing of your personal data, under the conditions set out in Article 21 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,