

Privacy Information on the processing of personal data for the Bielefeld Young Researchers' Fund (Bielefelder Nachwuchsfonds - BNF)

(Version 1.0 of Augst 2nd 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: nachwuchsfonds@uni-bielefeld.de
Phone: +49 521 106 67781
Web.: <https://www.uni-bielefeld.de/uni/einrichtungen-organisation/grace/bnf/>

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

The processing of personal data collected as part of the application for the Bielefeld Young Researchers' Fund (Bielefelder Nachwuchsfonds - BNF) is carried out to verify eligibility and the fulfilment of selection criteria, as well as for the purpose of granting and the outpayment of the scholarship.

Applicants

Within the framework of the Bielefeld Young Researchers' Fund (BNF), personal data will be collected and processed from you for the following purposes:

2.1 For conducting the application process, the selection process, and the evaluation of applications

- Basic personal data: Surname, first name, title (if applicable), date of birth, place of birth
- Contact details: E-mail address (business/private), address (business/private), telephone number(s) (business/private)
- Personal data related to professional/academic activity or the dissertation project: e.g., faculty/institution/departmental affiliation/academic field; employment status, contract duration, career stage, planned completion date, funding of the academic project (e.g., scholarship), duration of studies, (previous) duration of doctoral studies
- Previous applications in the same BNF funding line
- Personal data provided in the CV
- Personal data provided in the online application form regarding your previous academic career: e.g., organizational affiliations, teaching activities, publications, supervision of students, stays abroad, laboratory stays, awards and prizes, voluntary engagement, career goals, interests, further personal details on education (if applicable), information on family responsibilities, migration background, refugee status, non-academic background, information on severe disability/accessibility/special support needs/special health situations
- 2.1.1 If applicable, (sensitive) personal data entered into free-text fields of the online form (e.g., information on biographical impediments, challenging personal situations, or similar)

2.2 For scholarship administration if the scholarship is approved (in addition to 2.1)

- Bank details: IBAN, BIC, credit institution
- Tax identification number
- Number of dependent children

2.3 For contact management regarding inquiries/consultations and informational e-mails (e.g. BNF newsletter), as well as for organizing and conducting events of the personnel development program within the scope of the funding

- Basic personal data: Surname, first name, title (if applicable), e-mail address (business/private)
- Contact details: E-mail address (business/private), address (business/private), telephone number(s) (business/private)
- Professional activity or dissertation project details: e.g., faculty/institution/departmental affiliation/academic field; employment status, career stage
- Applied funding line within the BNF, including period, duration, and scholarship amount
- For events: if applicable, information regarding accessibility/special support needs

2.4 Statistical evaluation

- Gender
- Department/division/faculty/institution
- Employment status, career stage
- Applied funding line within the BNF, including period, duration, and scholarship amount

2.5 Quality management: for follow-up surveys after the end of the scholarship

- Contact details: Surname, first name, title, e-mail address (business/private)
- Current career situation
- Department/departamental affiliation/faculty/institution
- Applied funding line within the BNF, including period, duration, and scholarship amount

2.6 For BNF- alumni work (Alumni Network)

- Contact details: Surname, first name, title, e-mail address (business/private)
- Current career situation

Faculty Management, Research Group Leaders, and Doctoral Supervisors

Within the framework of the Bielefeld Young Researchers' Fund (BNF), personal data will be collected and processed from you for the following purposes:

2.7 Verification and support of BNF applications from PhD candidates or postdocs from your faculty or research group, or of the PhD candidate supervised by you, for funding by the BNF:

- Basic personal data: Surname, first name
- Contact details: E-mail address (business)

3. Legal Basis for Data Processing

The Bielefeld Young Researchers' Fund (BNF) serves to support early career researchers as a public-law task of the university pursuant to Section 3 (1) of the Higher Education Act of North Rhine-Westphalia (HG NRW). The processing of personal data for purposes 2.3, 2.4, 2.5, and 2.7 is necessary for the performance of tasks carried out in the public interest by Bielefeld University. The legal basis for this is Art. 6 (1) lit. e GDPR in conjunction with Section 3 (1) of the Data Protection Act of North Rhine-Westphalia (DSG NRW) in conjunction with Section 3 (1) HG NRW.

Participation in the Bielefeld Young Researchers' Fund (BNF) is voluntary. If you wish to participate in the Bielefeld Young Researchers' Fund (BNF), applicants are required to provide the information necessary to verify performance and eligibility requirements and to submit corresponding supporting documents. The legal basis for this is the Scholarship Guidelines of the Bielefeld Young Researchers' Fund (StiRiLi BNF) of Bielefeld University or the Guidelines of Bielefeld University on the Allocation of Funding in the Funding Line for Postdocs from the Bielefeld Young Researchers' Fund (BNF) of March 16, 2020, in conjunction with the amendment of March 1, 2022.

The collection of personal data specified under 2.1 and 2.6 is based on the consent of the data subjects pursuant to Art. 6 (1) lit. a GDPR and, if applicable, Art. 9 (2) lit. a GDPR, provided that the subject of the aforementioned data processing includes sensitive data pursuant to Art. 9 (1) GDPR (e.g., health data in the CV or as an entry in the free-text field under "personal details").

The legal basis for processing bank data as mentioned under 2.2 for the purpose of disbursing the scholarship is Art. 6 (1) lit. b GDPR (performance of pre-contractual measures).

4. Data Transfers

Personal data of applicants processed by Bielefeld University for the purposes specified under item 2.1 will be used to evaluate incoming applications and to conduct the selection procedure. This data will be forwarded internally within the university to the elected members of the following committees:

- Commission for Research and early Career Researchers (Foko) for postdocs
- The grant committee for the funding of early career researchers (Vergabekommission) for PhD candidates

◀ To provide the necessary support for your application, the personal data mentioned under 2.1 – *excluding, however, any (sensitive) personal data mentioned under 2.1.1* – will be passed on to the contact persons in the following positions or roles designated by you in the application form:

- Your Faculty Management/Dean
- For PhD candidates: Your supervisor
- For postdocs: Your research group leader (AG-Leitung)

◀ With regard to scholarship disbursements, Bielefeld University is under a legal obligation to transmit your personal data (payment notifications) to the competent tax authority in accordance with the relevant regulations. The legal basis for this is Art. 6 (1) lit. c GDPR (processing for compliance with a legal obligation) in conjunction with the German Fiscal Code (AO) or the German Notification Regulation (MV).

When participating in events of the Personnel Development Program (PEP) of Bielefeld University, the personal data mentioned under 2.3 will be transmitted to the respective trainer(s) or speaker(s) 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, 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).

◀ We use external service providers (data processors) who process personal data on our behalf. We have concluded data processing agreements with these providers in accordance with Article 28 of the GDPR to ensure the protection of your data.

- XIMA Media GmbH, Sudhausweg 9, 01099 Dresden, Germany, is engaged to provide web-based digital forms. In this context, the data entered as part of the application or the verification and support of an application for funding from the Bielefeld Young Researchers Fund, as well as metadata and log data of the form, are processed.

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

5. Data Retention and Deletion Periods

Data processed for purposes 2.1, 2.3, 2.5, and 2.7 will be deleted or – if the data exists in the form of paper documents – destroyed 24 months after the end of the funding for PhD candidates who receive funding. For funded postdocs, data processed for purposes 2.1, 2.3, 2.5, and 2.7 will be deleted or – if the data exists in the form of paper documents – destroyed five years after the end of the funding. Data of rejected applicants will be

deleted after 24 months – or 5 years after the completion of the selection process in the case of postdoc applications.

Payment receipts for the outpayment of the funding (see 2.2) will be stored for 8 years in accordance with legal requirements and subsequently deleted or destroyed.

Data for statistical evaluation – as mentioned under 2.4 – will be anonymized so that it is no longer possible to draw conclusions about individual persons.

The data specified under 2.6 will be stored permanently until consent is revoked for participation in the Bielefeld Young Researchers Fund alumni network.

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,