

Last update: 18 September 2019



## **Data Protection Policy of the Rectorate of the University of Münster**

### **(management of address/contact data of external persons and processing of personal data for the purpose of conducting events)**

#### **1. Name and address of the responsible controller**

The responsible controller as defined in the EU General Data Protection Regulation (GDPR) and other national data protection laws of the EU member states as well as other data protection-related provisions is:

Westfälische Wilhelms-Universität Münster (WWU) / University of Münster (WWU)  
represented by its Rector, Prof Dr Johannes Wessels,  
Schlossplatz 2, 48149 Münster, Germany  
Tel.: + 49 251 83-0  
Email: [verwaltung@uni-muenster.de](mailto:verwaltung@uni-muenster.de)

If you have any specific questions concerning the usage of your data by the Rectorate, please contact:

Katja Becken  
Executive Assistant to the Rector  
Schlossplatz 2  
48149 Münster  
[Katja.becken@uni-muenster.de](mailto:Katja.becken@uni-muenster.de)

#### **2. Name and address of the data protection officer**

The data protection officer appointed by the responsible controller is:

Nina Meyer-Pachur  
Schlossplatz 2, 48149 Münster  
Tel: + 49 251 83-22446  
Email: [Datenschutz@uni-muenster.de](mailto:Datenschutz@uni-muenster.de)

#### **3. Data processing by the Rectorate**

##### **a) Data processing for managing the address/contact data of external persons**

###### **Scope of data processing**

To maintain contact with external persons, the Rectorate of the University of Münster (WWU) processes the following personal data:

- (1) first and last name
- (2) title
- (3) professional status
- (4) private and/or business address
- (5) private and/or business email address
- (6) connection to the University of Münster

###### **Purpose of processing**

In order to establish and maintain contact with external parties, the Rectorate processes the personal data listed above to:

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- invite you to special events (e.g. New Year reception, WWU Garden Party, awards ceremonies), and provide you with information ahead of such events,
- send you information about the activities of the University (e.g. the publication of the WWU Yearbook), as well as greeting and birthday cards.

#### **Legal basis for processing personal data**

The processing of the personal data listed above serves to facilitate contact between the University management and persons in various sectors of public life (politics, business, administration, art and culture) and is thus necessary for ensuring exchange between the University and society in accordance with Art. 6 (1 f) GDPR. In order to guarantee and promote this exchange, the University of Münster has a legitimate interest in processing the respective data.

#### **Further recipients of your personal data**

Your personal data shall not be forwarded to any recipients at or outside the University of Münster.

#### **Duration of storage of personal data**

All personal data collected and processed by the Rectorate for the purpose of establishing and maintaining contact is erased when this data is no longer needed by the Rectorate for said purpose.

#### **b) Data processing for the purpose of conducting events**

##### **Scope of data processing**

In addition to the personal data listed above in 3 (a), the Rectorate of the University of Münster processes the following data in connection with conducting events:

- (1) photos in which you are depicted
- (2) information concerning your role at the event (e.g. prizewinner, laudatory speaker, sponsor etc.)
- (3) information related to conducting the event (e.g. number of accompanying persons)

##### **Purpose of processing**

The personal data listed above is processed for the purpose of organising and publicising the corresponding event, informing the public about its statutory duties and providing press coverage support.

#### **Legal basis for processing personal data**

The legal basis for processing your personal data in connection to conducting events for which the Rectorate is responsible is Art. 6 (1 e) and (3) GDPR in conjunction with § 8 (6) HG NRW and § 3 (1) DSG NRW.

#### **Further recipients of your personal data**

Any personal data processed in connection with conducting events – insofar as such data includes photo material and corresponding supplementary information – is forwarded to the Press Office of the University of Münster and, in some cases, external media channels.

#### **Duration of storage of personal data**

Your personal data is erased following the event, provided the University of Münster has no further need of it. The Press Office of the University of Münster may store photo material and corresponding supplementary information for an indefinite period of time.

## **4. Your rights as a data subject**

In accordance with Art. 13 (2) GDPR, you have the right to information about your personal data processed by the University of Münster (Art. 15 GDPR), the right to rectification of personal data (Art. 16 GDPR), the right to erasure (Art. 17 GDPR) and the right to restriction of processing (Art. 18 GDPR). Under the conditions of Art. 21 (1) GDPR, you also have the right to object to the further processing of your personal data.

You also have the right to raise an objection with the supervisory authority. The responsible supervisory authority is the Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen, Postfach 20 04 44, 40102 Düsseldorf, tel: +49 211 38424-0, email: [poststelle@ldi.nrw.de](mailto:poststelle@ldi.nrw.de).