

Data privacy statement in accordance with the GDPR

1 Name and address of the controller

The controller as defined by the General Data Protection Regulation is:

Zentraler Wahlvorstand
Office of „Zentraler Wahlvorstand“
Badensche Str. 52
10825 Berlin
wahlvorstand@hwr-berlin.de

2 Name and address of the data protection officer

HWR Berlin
Vitali Dick (HiSolutions) / Prof. Dr. Markus Schaal (Deputy)
Badensche Str. 52
10825 Berlin
datenschutz@hwr-berlin.de

3 Information pertaining to data processing for Shibboleth (single sign on)

3.1 The purpose of data processing

Personal data is processed for the following purposes:

Holding (online) elections of the central collegial organs and university committees. These are in detail:

- Elections to the central collegial organs, in particular the Board of Trustees, Academic Senate and Women's Council
- Elections to the departmental councils, the institute councils of the central institutes, the dual commission, specialist commissions and decentralised women's councils

A web-based software of a service provider of the HWR-Berlin is used to conduct electronic elections. The service provider was selected according to data protection law and a contract for data processing was concluded with him. At no time personal data will be sent to the service provider when using the software. The registration for the election takes place via the page wahlen.hwr-berlin.de and a Shibboleth - Login. Here the voter is handed out a so-called SecureLink of the provider and is forwarded to his voting system. The provider does not store any data, except for the secret vote.

3.2 The legal foundation of data processing

Data is being processed for the purposes specified in 3.1 on basis §6 (1) 7 BerlHG i.V.m. §21 Wahlordnung der Hochschule für Wirtschaft und Recht Berlin.

3.3 Types and categories of personal data

We process the following categories and type of the users data for the purposes named in 3.1:

Category	Type of data	Persons affected
Voters' register (electronic and analogue)	Matriculation number / e-mail address / name / department / field of study / gender / eligibility to vote / member group / note on voting	Lecturers / Employees / Students
Authentication data	User names / Authorisation tokens	
Metadata	Affiliation / Principal Name	
Server Logdata	Common Log Format (esp. IP-Adress)	

Cookiedata*	1 Cookie	
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3.4 Deletion periods

Data categories	Deletion period
Voters' register (electronic and analogue)	At the end of the semester in which the election took place (see also § 29 Election Regulations of the HWR)
Authentication data	After deletion of the user (150 days students and 60days employees and lecturers)
Metadata	
Server Logdata	30 days
Cookiedata*	After closing the browser session / 8 hours for activity

3.5 Recipients or categories of recipients of the personal data

Within the HWR, the data is processed by the central electoral board and its office. IT-related data are being processed by the IT department. The data is being processed exclusively in Germany or the EU by HWR Berlin. The HWR does not transmit data to third parties outside the university (external recipients). The HWR does not transfer data to a third country or an international organisation.

3.6 Processor

No data is transmitted to external recipients. However, the HWR uses a processor to provide the Polyas voting software. This processor is:

POLYAS GmbH
Old Jakobstraße 88
10179 Berlin

4 General information about data processing at the HWR Berlin

4.1 Scope

This data privacy statement applies to the processing of personal data gathered in accordance with GDPR.

4.2 The scope of personal data processing

We only process the personal data of our users if this is required for the provision of a functional service and is required by our contents and services. The regular processing of the personal data of our users is performed only after they have issued us with their consent. An exception is made in cases in which actual reasons mean that it is not possible to obtain previous consent and that the law permits processing of the data.

4.3 Deleting data and the duration of data storage

The personal data of the person affected will be deleted and access to them blocked as soon as the person affected have objected to this. Data can also be saved if this is intended by European or national legislation, EU directives or other regulations to which the controller is subject.

4.4 The rights of the person affected by the processing

The person affected by the data processing has rights which they can assert against the HWR Berlin in accordance with art. 13 – 23 GDPR. The following section provides an overview of the most important rights.

- The right to information following the collection of personal data in accordance with art. 13 GDPR

- The right to information if the personal data was not collected from the person affected in accordance with art. 14 GDPR
- The right to information about the data saved by the controller (HWR Berlin) in accordance with art. 15 GDPR
- The right to rectification of the data saved by the controller (HWR Berlin) in accordance with art. 16 GDPR
- The right to erasure of the data saved by the controller (HWR Berlin) in accordance with art. 17 GDPR
- The right to restriction of processing of the data saved by the controller (HWR Berlin) in accordance with art. 18 GDPR
- The right to notification in conjunction with the correction or deletion of personal data or restriction of its processing in accordance with art. 19 GDPR.
- The right to data portability in accordance with art. 20 GDPR - the person affected has the right to receive itemization of the personal data held pertaining to them in a structured, conventional and machine-readable format.
- The right to object to the processing of personal data which has been processed on the basis of article 6 section 1 or in accordance with art. 21 GDPR.
- The right to information about the infringement of the protection of personal data of the person affected in accordance with art. 34 GDPR

4.5 Right of information

You can require confirmation from the HWR Berlin as to whether we process your personal data.

Should we process your data, you can require the following information from the HWR Berlin:

- The purposes for which the personal data is processed.
- The categories of personal data which are processed
- The recipient(s) or the categories of recipient(s) to which the your personal data has been or will be disclosed.
- The planned duration for which your personal data will be saved; or if specifics pertaining to this are not possible, criteria for determining the duration of data storage.
- The existence of a right to amending or deleting your personal data, the right to restricting the processing of the data by the person responsible for this or the right of objection to this processing.
- All available information about the origin of the data, if the personal data is not collected from you.
- The right to be informed whether personal data is transmitted to a third country or an international organization. ~~If this is not the case:~~

4.6 Exercising rights

To do so, the user must send an e-mail: to wahlvorstand@hwr-berlin.de or write to

HWR Berlin
Zentraler Wahlvorstand
Badensche Straße 52
10825 Berlin

In disputed cases, those affected can consult the official data protection officer of the HWR Berlin. To do so, the user must send an e-mail: to datenschutz@hwr-berlin.de or contact them by post.

Those affected also have the right to lodge a complaint about the HWR Berlin with a supervisory authority. The responsible supervisory authority in Berlin is

Berliner Beauftragte für Datenschutz und Informationsfreiheit
Friedrichstr. 219
10969 Berlin
mailbox@datenschutz-berlin.de

4.7 Data security

We deploy suitable technical and organizational measures to guarantee the comprehensive safety of your personal data during processing and especially during transmission, as far as is required and in accordance with the current state of the technology. As far as a service provider is involved in processing the data, we will select them carefully and check compliance with the provisions of art. 28 GDPR.

5 The edition of, changes to and validity of the HWR Berlin general data protection statement

This data protection statement was last altered in 11/2020. We reserve the right to update this data privacy statement regularly so as to take into account current legal requirements and technical alterations and in order to perform our services and provisions in a manner compliant with the data protection regulations. We will inform you of any significant changes to the legal framework.

Versi- on	Datum	Autor	Änderung / Bemerkung	Klassifizie- rung
0.9	25.11.20	Hafner	Final draft	public
1.0	03.12.20	Sost	Voting with election committee, final version	public