

## **PRIVACY NOTICE regarding the Processing of your Data in the context of the Potsdam Summer School**

The IASS is committed to ensuring that your personal data are protected, and we strictly observe the requirements of relevant privacy laws. We only collect personal data insofar as it is necessary. Under no circumstances will data collected by the IASS be sold or forwarded to third parties without authorisation.

Compliance with data protection regulations is a high priority for the IASS. In the following statement, we would like to inform you about the collection of personal data within the scope of the application process.

### **1. Name and Contact Details**

#### **a. Responsible Body**

Institute for Advanced Sustainability Studies e.V. (IASS) Berliner Strasse 130  
14467 Potsdam

Phone: +49 331 28822-300

Fax: +49 331 28822-310

Email: [info@iass-potsdam.de](mailto:info@iass-potsdam.de)

#### **b. Name and Contact Details of our designated Privacy Officer:**

Ms Eva Grübel-Hoffmann  
ITM Ges. für IT-Management mbH Bürgerstraße 81  
D-01127 Dresden  
E-Mail: [dsb@itm-dl.de](mailto:dsb@itm-dl.de)

### **2. Processing of your Personal Data**

#### **a. What Types of Data do we collect and process?**

We process data provided to us in the course of the application process by you and/or reliable third parties (public agencies, insurance companies etc.).

This includes in particular personal data (e.g. name, address, contact data, date and place of birth, nationality), identification data (e.g. ID card data), insurance data (e.g. social security number), health data (e.g. serious injury/impairment), qualification documents (e.g. certificates, evaluations, training certificates), as well as any other data provided in connection with your application (e.g. curriculum vitae).

You are neither legally nor contractually obliged to share this personal data with us. However, failure to do so may adversely affect our decision as to whether to consider your application.

#### **b. For which Purposes and on what legal Basis do we process your Data?**

We process your personal data in accordance with the European General Data Protection Regulation (GDPR) and the Federal Data Protection Act (BDSG), Germany. All data submitted with the application (application form, letter of motivation and CV) will be stored electronically for the selection process of participants. Contact data such as name and E-mail address will be archived to build an alumni network.

By supplying the application data, the user is consenting to the Potsdam Summer School holding and using it for the purposes for which it was provided.

The legal basis for the processing of this data is provided under Article 6 (1) (a) and (e) GDPR.

#### **c. For how long will your Data be retained?**

Data provided to the IASS will be stored and processed for the duration of the application process. Your application data will be deleted by the end of the calendar year in which you have applied for the Potsdam Summer School.

Your contact details we save for joint networking until you object to their further processing.

### **3. Transfer of Data to third Parties**

#### **a. Who will have Access to your Data?**

Your data will be accessible only to those IASS employees and external reviewers who are involved in the application process and are legally entitled to receive it. External data processors and other service providers commissioned by the IASS may also receive data for this purpose. These service providers are companies in the IT services and telecommunications sector.

The IASS only passes on information if we are required to do so by law, if you have consented, or if we are otherwise authorised to provide such information. In such cases, possible recipients include public authorities and institutions (e.g. government agencies or tax authorities) where there is a legal or official obligation to provide data. Other individuals with a legitimate need to access personal information will also receive your data if you have granted consent for them to do so.

## **b. Will your Data be shared with third Parties or international Organisations?**

Your personal data will not be transferred to a country or territory outside the European Economic Area (EEA).

## **4. Your Rights**

Under the General Data Protection Regulation (GDPR) of the EU you have the right to access (Art.15 GDPR), rectification, (Art.16 GDPR), erasure (Art.17 GDPR), restriction of processing (Art.18 GDPR), data portability (Art.20 GDPR)

You have the right to withdraw your consent (Article 6 (1a)) at any time and object at any time to processing of personal data which is based on point (e) of Article 6(1) with effect for the future. Please direct your objection to the above-named responsible body. This does not affect the legality of the data processing carried out prior to your objection.

Furthermore, you have the right to lodge a complaint with a supervisory authority (Art. 77 GDPR).

Please contact us if you would like to exercise these rights.

Potsdam, January 19, 2022