



DSGVO information

according to Article 13 & 14

Visiting exchange and
program students at the
University of Stuttgart

Dear student,

Below, we wish to provide you with information concerning data processing at our university in accordance with Articles 13 and 14 of the EU General Data Protection Regulation (also: GDPR).

The provision and processing of your data is necessary for the application for a study exchange and, in case of success, also the preparation, carrying out and hosting of your stay at the University of Stuttgart. Please note that the legally binding version is the German version. The English version only serves as guidance.

1. Controller and data protection officer

Responsible body under data protection laws

University of Stuttgart
Keplerstraße 7
70174 Stuttgart
Germany
Telephone: +49 711 685-0
Email: poststelle@uni-stuttgart.de

Data protection officer

University of Stuttgart
Data protection officer
Breitscheidstr. 2
70174 Stuttgart
Tel: +49 711 685-83687
Fax: +49 711 685-83688
Email: datenschutz@uni-stuttgart.de

Further information can be found in the data protection declaration of the University of Stuttgart.

2. Description of data

As a rule, the Division 2: International Office of the University of Stuttgart pursues the objective of implementing data protection principles such as data minimization and limiting the processing of personal data within the framework of mobility to the level which is required. When receiving the nominations from our partner university, we will be provided with the following data:

- Personal data (first name, surname, gender, date of birth and email address)

- Application data (information concerning the home institution, study program, level of study, study years completed, planned stay from/to, if applicable information concerning the undergraduate or master's thesis and/or research project)

The applicants then complete the profile they have created in Mobility-Online, the web-based administration software of the Austrian provider SOP Hilmbauer & Mauberger GmbH und Co KG (see Point 1 for core data). The users can obtain access to Mobility-Online via the website: <https://www.service4mobility.com/europe>

The students register with further personal information such as:

- Place and country of birth, including nationality
- Emergency contact
- Contact person at the home institution
- Arrival date and departure date
- Language level (German and/or English)
- Application documents (application picture, transcript of records, language certificates, learning agreement, confirmation of supervision)
- Registration for the intensive German language course
- Information concerning special requirements and/or disabilities as a result of which more intensive support is required during the stay at the University of Stuttgart
- Room reservation in the student dormitories and consent to the forwarding of the personal data
- Additional information which the students provide to us without the need for a request to be issued (additional documents, information)
- Data from the documents which they provide to us during the application process

In the course of the application, the following personal data will also be saved by Mobility-Online:

- Data for and connected to IT use (for example user recognition, access protocols)

At the same time, the students must apply to the C@MPUS portal of the University of Stuttgart in order to receive admission. Personal data, information concerning the academic career and application documents, such as university entrance qualification, application for enrollment and transcript of records will be recorded and uploaded.

In case of students with a Non-EU citizenship who have already been studying in an EU country and will come to Stuttgart, they have to undergo the so-called "BAMF procedure" where students apply for a residency permit via the International Office. With this procedure they do not have to apply for a visa in their home countries. In order to do so, the students must fill in an application form in which sensitive personal data such as passport number, validity and issuing country of the passport, as well as information concerning the valid residence permit in the EU country of study is gathered along with personal data. At the same time, we require proof of financing and health insurance on the part of the students, which we must forward on to the Federal Office for Migration and Refugees (BAMF), so that a residence permit can be issued.

Visiting program students who are receiving a scholarship from the University of Stuttgart also need to notify us of their German address, otherwise we cannot pay the scholarship. During the orientation program or in case of participation in events, attendance will be monitored. The participation documentation is necessary in order to record and pay events, transfer the scholarship and initiate contact with the home institution.

For the implementation of Erasmus+ mobilities, the University of Stuttgart is connected to the Erasmus Without Paper network (EWP) via the software Mobility-Online. Via this network, the data necessary for the implementation of the mobilities are exchanged with the partner universities (see 2. Data). After the exchange of data via the network, the data is stored in the respective databases of the partner universities.

The connection to the EWP network and the exchange of data via the network is thus in line with the program implementation standards set by Erasmus+. The International Office of the University of Stuttgart acts here in accordance with the requirements of the grant agreement concluded with Erasmus+ or the DAAD National Agency. Data will be shared in accordance with the privacy statement provided for this purpose by the European Commission. The privacy statement can be found here: <https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement>

For the 2014-2020 program generation, the University of Stuttgart also uses the Mobility Tool, a web-based database provided by the European Commission, to manage and report Erasmus+ projects. The corresponding privacy statement can be found on the following website (only relevant for participants in the Erasmus+ funding programs): <https://erasmus-plus.ec.europa.eu/erasmus-and-data-protection/privacy-statement-mobility-tool>

For the 2021-2027 program generation, the University of Stuttgart also uses the Beneficiary Module, a web-based database of the European Commission, for the administration and reporting of Erasmus+ projects. The corresponding privacy statement can be found on the following website (only relevant for participants in the Erasmus+ funding programs): <https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement>

3. Purpose

The Division 2: International Office of the University of Stuttgart only processes personal data if this is necessary in order to initiate, carry out and perform mobility. Amongst others, a mobility is defined as participation in the Erasmus+ exchange program of the European Union (student mobility), as well as participation in various mobility programs with non-EU countries. The initiation relates to the processing of personal data before the mobility (for example nomination and application). The carrying out relates to the processing of the data during the mobility and performance after the mobility measure. Participants in mobility programs are visiting program students from across the world, who come to the University of Stuttgart in the course of a university agreement or under state supported mobility programs. The participants in a mobility measure (incoming students) are deemed to be data subjects under the GDPR concerning the following items:

- Issuing a provisional student ID for international students of the University of Stuttgart

- Emergency contact: The students agree that we are allowed to contact the emergency contact in case they find themselves in a situation in which they are not able to contact the emergency contact themselves or when students explicitly ask us to contact the emergency contact
- Information on university's related events and activities
- Internal communication
- Statistical evaluations, organizational analyses, quality assurance measures
- Compliance with legal documentation and reporting obligations
- If applicable, registration of exemption from tuition fees and semester fees

4. Legal basis

The legal basis is Article 6 Paragraph 1 Letter e) GDPR together with Article 6 Paragraph 3 GDPR and § 4 of the State Data Protection Act (Landesdatenschutzgesetz). The consent to and provision of information for the forwarding of data were obtained and provided by Mobility-Online in the course of the online application form (student dormitories) or by e-mail (BAMF procedure, foreigners' authority).

Should processing of personal data be necessary in order to fulfill a legal obligation to which the international division is subject, the legal basis is Article 6 Paragraph 1 Letter c) GDPR. Amongst others, legal obligations exist due to the conclusion of contract with the German Academic Exchange Service (Deutscher Akademischer Austauschdienst) within the framework of the Erasmus+ Program and bi- or multilateral agreements with partner universities abroad. In addition, legal agreements exist within the framework of state programs which have been concluded by the Ministry for Science, Research and Art and agreements concerning the Baden-Württemberg scholarship with the Baden-Württemberg Foundation.

In case that significant interest of the data subject makes the processing of personal data necessary, the legal basis is Article 6 Paragraph 1 Letter d) GDPR. Processing only takes place if data concerning the contact person in an emergency is provided during the application process. As an example, significant interests may be present in the case of medical emergencies where the capacity for action of the person is limited or he or she is no longer in a state of awareness.

Should the processing be necessary in order to safeguard a legitimate interest of the Division 2: International Office of the University of Stuttgart or of a third party and should the interests, basis rights and basic freedoms of the data subject not outweigh this legitimate interest, the legal basis for the processing is Article 6 Paragraph 1 Letter f) GDPR. A legitimate interest of the Division 2: International Office of the University of Stuttgart is present when using cookies and creating protocol files within the framework of Mobility-Online (see Point 13.2).

5. Recipients

The recipients of personal data are organizations or individuals who are significantly included in the initiation, carrying out or performance of the mobility depending on the program. Depending on the exchange program, these may include:

5.1 Internal

- Division 3 - Students' Affairs
- Division 5 –Finances

- Departmental program coordinators at the institutes
- Employees and assistants of the Division 2: International Office
- Student advisors at the institutes

5.2 External

- Baden-Württemberg Foundation
- Any participating and supporting bodies in connection with the defense of claims and legal proceedings
- Commission of the European Union
- Ministry for Science, Research and Art
- National Agency German Academic Exchange Service (DAAD)
- Partner universities in other EU countries and outside of the EU
- Studierendenwerk Stuttgart
- Vereinigung Stuttgarter Studentenwohnheime e. V
- If relevant: Federal Office for Migration and Refugees (BAMF), responsible citizens' offices and the foreign registration office of Stuttgart (decision in the individual case by agreement with the students)
- Universities in Baden-Württemberg (Konstanz, Heidelberg, Freiburg, Mannheim) for the budget administration of the scholarships of the respective state programs for overseas

As a rule, the recipients only obtain personal data if this is necessary for the initiation, carrying out or performance of the mobility.

5.3 Contact with third countries

We also receive data from third countries for the administration of the incoming mobilities. Should it be necessary for the seamless processing of your application, we also get in touch with your home university in order to clarify any outstanding queries. As a rule, the Division 2: International Office only transfers personal data if this is necessary for the initiation, carrying out or performance of the mobility.

6. Storage duration

The personal data of the data subject is anonymized in the web-based database after five years. In parallel terms, the data is also entered in an Excel list which is deleted after five years. Personal data which is gathered during the arrival phase (registration for excursions, campus and shopping tours etc) is deleted after one academic year. Paper documents are destroyed. Shorter retention periods lead to disproportionate expense for the Division 2: International Office and are therefore not possible. Individual queries and requests for the deletion of the data are possible and will be processed as quickly as possible. The personal data is only processed for the named purposes.

Keeping personal data can also take place if this is required by the European or national legislator in EU ordinances, laws or other regulations to which the Division 2: International Office is subject. Personal data which is sent to Division 5: Finances will be saved for ten years for budgeting reasons and will then be deleted.

7. Consequences of non-provision, right of objection and correction

Persons who wish to participate in a mobility are obliged to provide personal data during the application or nomination process. If students do not provide us with the required data, the initiation, carrying out and performance of the mobility measure by Division 2: International Office will no longer be possible.

8. Supplementary information concerning Mobility-Online

Core data of the order processor (SOP)	Data protection officer of SOP
SOP Hilmbauer & Mauberger GmbH & Co KG Siemensstraße 5 3300 Amstetten Austria Email: johann.hilmbauer@sop.so.at	Georg Schermann E-mail: georg.schermann@sop.co.at

In order to reasonably protect the security of the data during the transfer process, Mobility-Online uses relevant encryption procedures (such as SSL/TLS) and secured technical systems in accordance with the current state of technology.

Javascript is used as an active component for the websites. Should the student have de-activated this function in his or her browser, he or she receives a relevant message instructing him or her to re-activate the function.

8.1 Purpose and legal basis of the processing

Mobility-Online only uses cookies to save the login status. Mobility-Online uses protocol files in anonymous form in order to carry out organizational investigations, to check or maintain the Mobility-Online web service and in order to guarantee network and information security in accordance with Article 6 Paragraph 1 Letter f) GDPR.

8.2 Disclosure of data

Your personal data is not disclosed to third parties for purposes other than those which are listed below.

Mobility-Online only passes your personal data on to third parties if:

- You have issued your express consent to such in accordance with Article 6 Paragraph 1 Letter a) GDPR
- In case that a legal obligation to do so exists in accordance with Article 6 Paragraph 1 Letter c) GDPR
- It is legally permitted and is necessary in accordance with Article 6 Paragraph 1 Letter b) in order to perform contractual relationships with you.

8.3 Data categories protocol files

Should you access this or other websites, your internet browser transfers data to the Mobility-Online web server. The following data is recorded during an active connection in order to communicate between your internet browser and the Mobility-Online web servers:

- Date and time of the request
- Name of the requested file
- Site from which the file was requested
- Access status (for example file transferred, file not found)
- Web browser used and monitor picture resolution, as well as the operating system used
- Full IP address of the accessing computer
- Transferred data quantity

Cookies

Session cookie

The cookie (JSESSION) is required in order to assign requests to a session.

Communication

Should you send Mobility-Online a concern or send your opinion by e-mail, post, telephone or fax the information which has been provided will be processed in order to deal with the concern and for possible follow up queries and for the exchange of opinions. For this purpose Mobility-Online always uses the same communication channel, unless you request that this be changed.

8.4 Recipients or categories of recipients of personal data

The Mobility-Online IT service providers can be the recipients of your personal data within the framework of the order processing agreements concluded by Mobility-Online. In order to guarantee the security of the data processing equipment, Mobility-Online does not however disclose the service providers.

8.5 Protocol files

Protocol files are generally retained as personal data for a maximum of 30 days. Should data need to be obtained for proof purposes, this is excluded from the deletion until the matter has been finally clarified.

JavaScript

JavaScript elements which are used serve the purpose of displaying and reloading dynamic information. It is only possible to use the web service with restrictions if JavaScript has been de-activated.

Cookies

The session cookie (JESSSIONID) is deleted once the browser session comes to an end.

Communication

Post, emails and messages to Mobility-Online are deleted six years after the end of the year in which the respective contact took place.

8.6 Additional information relating to social media elements

Components of third party providers are used in the e-mails sent via Mobility-Online. These include a Facebook button as well as a link to the homepage of the University of Stuttgart. Only when the social media element is clicked on is a connection to the server of the third-party provider established and the associated data processing carried out. Please bear in mind that the data processing which is carried out as a result is outside of the area of control of the University of Stuttgart and the data protection provisions of Facebook must be observed.

- You can find the data protection policy of Facebook here:<https://www.facebook.com/policy.php>
- You can find the data protection policy of the University of Stuttgart here:<https://www.uni-stuttgart.de/datenschutz>

Should you not agree to data processing by the third-party provider as described above, please do not click on the social media element.

9. Your rights

You have the right to receive information from the university concerning the personal data saved in relation to your person and/or to have incorrectly saved data corrected. In addition, you have the right of erasure or to have the processing restricted or to object to the processing. Should you withdraw your consent in the future the mobility can no longer be supported by the Division 2: International Office.

Further information concerning your rights can be found in the data protection policy of the university ([uni-stuttgart.de/datenschutz](https://www.uni-stuttgart.de/datenschutz)).

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