

## DATA PROTECTION INFORMATION

### - Doctorate Procedure -

#### 1. Responsible for the data collection

Hochschule Merseburg  
University of Applied Sciences  
represented by the rector  
Eberhard-Leibnitz-Str. 2  
06217 Merseburg

Email: [rektor@hs-merseburg.de](mailto:rektor@hs-merseburg.de)

#### 2. Contact details of the data protection officer

Hochschule Merseburg  
University of Applied Sciences  
Data Protection Officer  
Eberhard-Leibnitz-Str. 2  
06217 Merseburg

E-Mail: [datenschutz@hs-merseburg.de](mailto:datenschutz@hs-merseburg.de)

#### 3. Processing purpose and legal basis

The processing of the applicant's personal data is necessary for the doctoral procedures according to the respective doctoral degree regulations of the Doctoral Center of the Hochschule Merseburg University of Applied Sciences. All processed data are provided by the data subjects. The legal basis for this processing is Art. 6, para. 1, lit. (e) GDPR in conjunction with. §§ 4-9 DSAG LSA (Saxony-Anhalt data protection regulations) and § 5 of the respective doctoral degree regulations of Hochschule Merseburg University of Applied Sciences. The data provided will also be processed in anonymized form for statistical evaluations.

For the purpose of public relations and external presentation of the Doctoral Center, personal data may be published in media of the responsible party. The legal basis for the publication is Art. 6 para. 1 lit. (e) GDPR in conjunction with. §§ 4-9 DSAG LSA.

#### 4. Categories of personal data processed

The following personal data are processed:

- Personal details: Academic degree, desired form of address, desired pronoun, first and last name, date of birth, nationality, proof of name change if applicable.
- Contact details: Address, country, email, phone number
- Details of the doctoral project (e.g. topic and language)
- Details of the highest academic degree incl. start and completion dates, final grade, ECTS and degree program
- Information and declaration of previous doctoral procedures
- Certified transcripts for certificates and documents for university graduation, certified translations if necessary
- Overview of personal details and education
- Copy of your identity card or passport

- Exposé for the doctoral project
- if necessary, a certificate of good conduct, proof of language skills

The data processed for the purpose of public relations and external presentation of the Doctoral Center are the first and last name, the involved universities, and the working topic of the dissertation.

#### **5. Receiver and transfer to third countries**

A data transfer does not take place.

#### **6. Duration of storage**

The personal data of the data subject will be deleted or locked once the purpose for which they have been stored ceases to apply. Personal data may be stored for a longer period if provided for by European or national legislators in EU regulations, laws or other rules to which the controller is subject. If an application for acceptance is unsuccessful or if the doctoral candidate is rejected for any other reason, the data will be deleted two months after the beginning of the semester as part of the semester clean-up. If an application for acceptance is successful, deletion will take place at the earliest after completion of the doctorate, when no further legal basis for processing or retention obligations exists.

Data which is collected for the purpose of public relations of the university will be stored for an indefinite period of time subject to revocation of consent by the person(s) concerned.

#### **7. The rights of the data subject**

**The rights of the data subject are governed by Art.15 et seq. GDPR. To assert your rights please contact [datenschutz@hs-merseburg.de](mailto:datenschutz@hs-merseburg.de).**

#### **8. Right of appeal to the supervisory authority**

In accordance with Art. 77 GDPR, the data subject has a right of appeal to the responsible supervisory authority.