



UNIVERSITÄT
DES
SAARLANDES

Data protection information sheet for consultations

Equal Opportunities and Diversity Management Unit | Status: February 2022

As part of the consultation services provided to you by the Audit Family Office (AFO) and the Contact Point for Studying with Disability (KSB) as sub units of the Equal Opportunities and Diversity Management Unit at Saarland University, we would like to provide you with some information regarding our data protection regulations in compliance with the General Data Protection Regulation (GDPR).

1. Which data do we process?

Personal data (e.g. name, contact details, health data etc.) is collected as part of the consultation services provided by the Equal Opportunities and Diversity Management Unit and its sub units. We process only the voluntary data that students and employees provide during consultation. This includes electronic data, e.g. data sent to us via email, and the documents exchanged during the consultation either physically or electronically, as well as conversation notes we take during face-to-face or telephone consultations.

2. For which purposes do we process your data?

Your data will be collected, stored, and processed in order for us to be able to provide you with adequate counselling. This data will also be processed anonymously for statistical purposes, quality management, and project reports.

3. Who is responsible for data processing?

Saarland University, represented by the University President, Campus, 66123 Saarbrücken, is responsible for data processing in compliance with the GDPR and the member states' national data protection laws as well as with other data protection regulations. The contact details of the person responsible for data protection are: Meerwiesertalweg 15, 66123 Saarbrücken, Tel.: 0681 302-2813, E-Mail: [datenschutz\(at\)uni-saarland.de](mailto:datenschutz(at)uni-saarland.de).

4. Who can access my data?

Your data will not be passed on to third parties unless you have signed the release of information form. Irrespective of such a release from confidentiality, your data can be passed on to law enforcement agencies and hospitals in cases of endangerment of self or others, imminent danger, as well as upon the announcement of crimes.

5. How long is your data stored?

Data is deleted when it is no longer needed and there are no longer any legal obligations to retain it. Data that has been collected in the context of consultations can be saved for up to ten years.

6. What are your rights?

You have a legal right to personal data processing information towards the Equal Opportunities and Diversity Management Unit and its sub units at Saarland University. You are also legally entitled to request the correction or deletion of that data, or to object or request the restriction of the processing of your personal data. You furthermore have a right to data transmission, meaning that you have the right to request that the personal data relating to you is transmitted to yourself or to another processor in a structured, common, machine-readable format. You can present your claim to your respective adviser either by emailing familie@uni-saarland.de or ksb@uni-saarland.de respectively, or in writing to Universität des Saarlandes, Campus A4 4, 66123 Saarbrücken. You also have a right of appeal to the Saarland State Data Protection Officer in case of a personal data breach. You can contact the responsible person mentioned above beforehand.

7. Why is a secure communication important?

We would like to point out that sending emails in the usual unencrypted format is a technically insecure process that may allow for third parties to access or manipulate data. According to the Saarland Data Protection Act, we are not permitted to communicate sensitive content that requires particular confidentiality, such as information concerning your health or your child's name and age, in an unencrypted format. We therefore request you to only send such data in a password-protected zip file. Alternatively, you can send sensitive data by postal mail or communicate it to us over the phone. You can however send simple inquiries to us or arrange an appointment via unencrypted email. If you choose this route, we assume that you agree to receiving an answer from us in an unencrypted format.

8. Why should I release my adviser from the obligation to maintain confidentiality?

If information is to be exchanged with third parties or institutions such as the university's examination office in the context of your consultation, we require your consent and a release from the obligation to maintain confidentiality in written form. If this applies to you, please sign and submit the additional release form to us. You can also submit the scanned form as a password protected PDF file. A template of the form can be found on our homepage.