



# INFORMATION ON DATA PROCESSING AND DATA PROTECTION PARTNERS IN SERVICE AND FREELANCE CONTRACTS

Dear Sir or Madam,

The following contains information on the processing of your personal data in our university pursuant to Art. 13 and 14 of the EU General Data Protection Regulation (GDPR). This information and further details are also available at [https://www.uni-heidelberg.de/datenschutzerklaerung\\_web.html](https://www.uni-heidelberg.de/datenschutzerklaerung_web.html)

The provisioning and processing of your data is required for assignment of freelance and service contracts at Heidelberg University.

Description	Details
<b>Controller</b> per Art. 4 (7) GDPR	Universität Heidelberg Grabengasse 1 69117 Heidelberg 06221/54-0 <a href="mailto:rektor@rektorat.uni-heidelberg.de">rektor@rektorat.uni-heidelberg.de</a>
<b>Data Protection Officer</b> Contact information	Ass. jur. Christoph Wassermann Seminarstr. 2 69117 Heidelberg 06221/54-12070 <a href="mailto:datenschutz@uni-heidelberg.de">datenschutz@uni-heidelberg.de</a>
<b>Reasons for processing</b> your personal data	<ul style="list-style-type: none"> <li>— Creditor setup for payment transactions</li> <li>— Maintaining an overview of concluded contracts to monitor compliance with award regulations</li> </ul>
<b>Use for other purposes</b>	<ul style="list-style-type: none"> <li>— Oversight and supervisory powers (e.g. auditing, internal review, data protection officer)</li> <li>— Statistical analyses, organisational analyses, quality assurance measures</li> <li>— Compliance with legal documentation and reporting obligations per § 93a of the Work Regulations and Communication Regulation</li> <li>— Auditing and monitoring rights of third parties within the framework of research funding (third-party funds) or on the basis of other legal requirements</li> </ul>
<b>Legal bases</b>	<ul style="list-style-type: none"> <li>— Art. 6 (1 a) GDPR provided your permission was obtained</li> <li>— Obligations arising from the following laws:               <ul style="list-style-type: none"> <li>— State Budget Regulation</li> <li>— Regulation on Sub-threshold Procurement</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>— Administrative Regulation of the State of Baden-Württemberg on the Award of Public Contracts</li> <li>— State Higher Education Act</li> <li>— State Higher Education Fees Act</li> <li>— State Travel Expenses Act</li> <li>— State Data Protection Act</li> <li>— Ordinance of the Ministry of Science on the Collection and Processing of Personal Data</li> <li>— Administrative Regulation of the State of Baden-Württemberg on the Cost Assessment of the Use of Persons and Institutions of the State of Baden-Württemberg</li> <li>— Tax and Social Security Law</li> </ul>
<b>Data</b> Categories of personal data processed as required for the purposes specified in item 5	<ul style="list-style-type: none"> <li>— Identity data, address and contact data</li> <li>— Bank data</li> <li>— Data from offers and performance specifications for contracts and planned contracts</li> <li>— Data in accordance with the Higher Education Statistics Act data set (data set description)</li> <li>— Scholarship information</li> </ul>
<b>Categories of recipients</b>	Persons whose required personal data must be disclosed for the respective purpose (via transmission or access permission and only if not possible without reference to the individual)
<b>Internal</b>	<ul style="list-style-type: none"> <li>— Faculties/institutes/chairs as Heidelberg University organisations that make use of the data</li> <li>— Personnel administration</li> <li>— Internal audit</li> <li>— Financial accounting/university cash office</li> <li>— Quality management</li> <li>— University Computing Centre</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>— Ministries and regional councils responsible for universities</li> <li>— Regional Court of Audit and audit offices</li> <li>— State tax authority, including all its agencies</li> <li>— State and federal tax administration and customs authorities</li> <li>— Pension insurance carriers (e.g. German Pension Insurance, Artists' Social Security Fund, etc.)</li> <li>— Criminal investigation authorities and courts</li> <li>— Participants and supporting agencies in the defence against claims and legal proceedings</li> </ul>
<b>Retention periods</b>	<ul style="list-style-type: none"> <li>— Your data are stored for access to meet statistical and legal obligations.</li> </ul>
<b>Source of data</b> if not from you	Categories of personal data that the university obtains and processes from third parties

	<ul style="list-style-type: none"> <li>— Above-described data in the framework of procurement procedures for freelance and service contracts</li> <li>— Authorities and courts</li> </ul>
<b>Your rights</b>	<ul style="list-style-type: none"> <li>— Right of access by the data subject (Art. 15 GDPR)</li> <li>— Rectification of your data (Art. 16 GDPR)</li> <li>— Erasure of your data (Art. 17 GDPR) as long as retention is no longer necessary</li> <li>— Restriction of processing (Art. 18 GDPR)</li> <li>— Right to data portability (Art. 20 GDPR)</li> <li>— Complaints to the responsible state authority for data protection</li> </ul>