

## **Data Protection Declaration for the Advisory Services of the Graduate Academy of TU Dresden**

### 1. Purpose and Data Collection Authority

Through establishing a Graduate Academy (GA), the Technische Universität Dresden (TUD) aims to provide extensive and individual support to its young researchers during their doctoral and postdoc phase. The GA aims at creating ideal research and working conditions for doctoral candidates and postdocs throughout the university in order to qualify them for distinguished positions in science, economy and society. The personal data to be collected are necessary in order to make full use of the advisory services provided by the Graduate Academy.

The advisory services are available for members of the Graduate Academy but also for those who are interested in starting a doctorate at TU Dresden and who seek advice on funding opportunities.

The following authority is responsible for the collection of data:

Graduate Academy

TU Dresden

Mommsenstraße 7

01062 Dresden

E-Mail: [graduertenakademie@tu-dresden.de](mailto:graduertenakademie@tu-dresden.de)

Telephone: 0351 462 42241

### 2. Data Processing

#### 2.1. Registration for an advisory session

Who would like to arrange an appointment for an advisory session, can register online using the contact form which is available under [www.tu-dresden.de/ga](http://www.tu-dresden.de/ga). With this form the following data is collected and processed by the GA of TUD for the abovementioned purposes:

- Surname\*
- Name\*
- E-mail Address\*
- Subject area
- Institution
- Status
- Preferred language
- Consultation request \*
- Comments

These Data are collected based on §14 Sächsisches Hochschulfreiheitsgesetz (SächsHSFG) on a voluntary basis. The transmission of the entered data occurs via e-mail to the electronic mailbox [graduertenakademie@tu-dresden.de](mailto:graduertenakademie@tu-dresden.de).

Alternatively, registration for an advisory session is possible via phone or e-mail in which the same data is collected and processed. Staff members of the GA have exclusive access to these

data. All staff members are obliged to maintain secrecy. After the advisory session has taken place, these data is deleted.

## 2.2 Attendance of an advisory session

When an advisory session has taken place, the following anonymized data related to this advisory session is stored in order enable a monitoring for the Excellence Initiative:

- Gender
- status
- nationality
- typ of institution
- institution
- school
- faculty
- central academic unit
- subject area
- date and duration of the advisory session
- name of the advisor
- presence of further advisors
- language
- type of advisory session via telephone, face-to-face)
- with/without appointment
- number and kind of topics
- number and kind of recommendations
- follow-up contact

This does not offer and allow any conclusions on individual persons.

## 3. Voluntariness and Revocation

The request to arrange an appointment for an advisory session at the GA of TUD as well as the involved processing of personal data (collection, storage, modification, use) is voluntary. The consent can be withdrawn at any moment without giving reasons.

If the consent concerning the data specified under 2.1 is not granted or revoked, the GA advisory service is not or only partially available. In case the consent is revoked, all personal data the revocation refers to will be cancelled according to data protection requirements.

## 4. Data Transmission

The data specified under 2.1 will not be transmitted to third parties, except otherwise regulated by law or expressly permitted by the person concerned.

Parts of the data specified under 2.2 will be transmitted in anonymized form. This occurs with the purpose of monitoring TU Dresden with regard to promotion of young researchers, in research, teaching and further education as well as the accomplishment of the equality directive and for the federal and state statistics. These data cannot be traced to an individual person

## 5. Storage Period

The data specified under 2.1 will be electronically deleted as soon as they are no longer necessary for the processing of the request for advice, the advisory session is concluded or the consent regarding the respective data has been withdrawn.

## 6. Information Right

Persons who register for an advisory session may claim information on the personal data collected, as well as possible recipients to whom these data was transmitted at any time. They are due to receive an answer within a period of one month from the entry of their request for information.

## 7. Data Protection Officer and Data Protection Supervisory Authority

The Data Protection Officer of TU Dresden and the competent Data Protection Supervisory Authority can be contacted at any time by persons concerned for the clarification of questions concerning data protection.