

Privacy Policy

This privacy policy contains information about the processing of your personal data when using the applicant portal of KIT.

I. Personal Data

When you use the applicant portal to apply for a course of study at KIT, we collect personal data in accordance with general regulations and special regulations applicable to universities in the state Baden-Württemberg. According to Art. 4, No. 1 of the EU General Data Protection Regulation (GDPR), personal data is "any information relating to an identified or identifiable natural person".

II. Controller

The controller of data processing within the meaning of the GDPR and other data protection legislation:

Karlsruhe Institute of Technology (KIT)
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E-mail: info@kit.edu

Karlsruhe Institute of Technology (KIT) is a corporation governed by public law. It is represented by the President, Prof. Dr.-Ing. Holger Hanselka.

Our Data Protection Officer can be contacted at datenschutzbeauftragter@kit.edu or by ordinary mail with "Die Datenschutzbeauftragte" (the data protection officer) being indicated on the envelope.

III. Data processing

The processing of personal data differs depending on whether you use the application portal for information purposes only or whether you register on the portal.

1. Informational use

When you access the portal through your web browser, we collect personal data that your browser transmits to our server according to the settings you have made. These are stored in so-called server log files. We collect the following data which are necessary for the presentation of the pages and to ensure stability and security:

- IP address
- Date and time of access
- Time zone difference to Greenwich Mean Time (GMT)
- Type of request (specific site)
- Access status / HTTP status code
- Data volume transmitted
- Website from which an accessing system reaches our website
- Browser

The IP address is anonymized before it is stored in the server log files. The data cannot be attributed to a specific person. It is not merged with other data sources. We reserve the right to retrospectively check this data if we become aware of concrete indications of illegal use.

2. Registration and Login

If you register on the KIT applicant portal and do not use an existing KIT account for registration, we will collect and store your email address so that you can begin the application process. If you register with a KIT account, we use the associated core data so that it does not have to be collected again.

3. Application

If you are applying for a course of study, you must provide all information about yourself and submit all documents required for admission in accordance with Sec. 12 (1) Landeshochschulgesetz (LHG, Higher Education Act of the state Baden-Württemberg) in conjunction with Sec. 1-3 of the Hochschul-Datenschutzverordnung (Data Protection Regulation for Higher Education of the state Baden-Württemberg).

The personal data is used by us exclusively for the application and admission procedure and in case of admission and acceptance, for enrolment and study administration. If we prepare an internal statistical evaluation of the study applications, this is done in anonymous form.

a. Dialogue-oriented service procedure

In the case of applications for study programmes that take part in the dialogue-oriented service procedure, we forward the personal data required for the allocation of study places to the Stiftung für Hochschulzulassung (SfH – [int.hochschulstart.de](https://www.int.hochschulstart.de), Trust for admission to higher education) in accordance with Sec. 7 (1) Hochschulvergabeverordnung (Higher Education Allocation Regulation of the state Baden-Württemberg) in order to facilitate the central allocation of study places. Since you additionally register on [hochschulstart.de](https://www.hochschulstart.de) with the dialog-oriented service procedure, your applicant data in both systems will be linked and the systems synchronize. If you make any changes to the personal data on [hochschulstart.de](https://www.hochschulstart.de), it also applies to our systems.

b. Higher education statistics

For the purposes of legislation and planning in the higher education sector, your personal data will be used to compile federal statistics in accordance with the Hochschulstatistikgesetz (Higher Education Statistics Act). The data is stored in a central evaluation database of the Statistisches Bundesamt (Federal Statistical Office), which this Federal Office and the statistical offices of the states can access for evaluations in their respective areas of responsibility. The relevant statistical state office forms a unique, encrypted and untraceable pseudonym in accordance with the latest state of technology from the following characteristics:

- your date of birth;
- the first four letters of your first name;
- your gender;
- your month and year of birth;
- District and year of acquisition and type of higher education entrance qualification; in the case of acquisition of higher education entrance qualification outside the Federal Republic of Germany, the state of acquisition;
- Name of the higher education institution and year and semester of initial enrolment; for initial enrolment at a higher education institution outside the Federal Republic of Germany, the state of the higher education institution.

This pseudonym will not be transmitted to KIT.

IV. Storage duration

If no notice of admission is issued in your favour, your personal data will be deleted once the decision on non-admission has become final. If an admission notice is issued in your favour, your personal data will be stored in accordance with the statutory provisions for the purposes of study administration and deleted or destroyed after a period of ten years from the date of your deregistration, with the exception of the following data, which may be stored for a period of up to 40 years from the date of your deregistration in accordance with Sec. 12 Hochschul-Datenschutzverordnung:

- Surname, first name, birth name, date of birth, place of birth, gender,
- Course of studies, student identification number,
- Internship semester, break semester or other interruptions of studies,
- Result and date of the preliminary or intermediate diploma examination,
- Result and date of the final examination with overall mark and the individual marks corresponding to the overall mark,
- Date of enrolment and deregistration and reason for deregistration.

V. Legal basis

The legal basis for the processing of personal data in connection with the display of the website in your browser is Art. 6, par. 1 (e), par. 3 (b) GDPR in conjunction with Section 4 Landesdatenschutzgesetz Baden-Württemberg (State data protection act of the state of Baden-

Württemberg) in conjunction with Sec. 2 LHG in conjunction with Sec. 2 Par. 1 and 2 KIT-Gesetz.

The legal basis for the processing of personal data during registration and application is Art. 6, par. 1 (e), par. 3 (b) GDPR in conjunction with Sec. 2 (1), (2) KIT-Gesetz in conjunction with Sec. 2, 12 (1) LHG in conjunction with Hochschul-Datenschutzverordnung, Hochschulvergabeverordnung and Hochschulstatistikgesetz.

VI. Rights

You have the following rights regarding your personal data:

- the right to obtain confirmation as to whether data concerning you is being processed and information on the data processed, further information on data processing, and copies of data (Art. 15 GDPR)
- the right to rectify or complete inaccurate or incomplete data (Art. 16 GDPR)
- the right to erasure of data concerning you without undue delay (Art. 17 GDPR)
- the right to restriction of processing (Art. 18 GDPR)
- the right to object to the future processing of the data concerning you which is based on Art. 6, par. 1, point (e) or (f) GDPR (Art. 21 GDPR)

You also have the right to lodge a complaint with a supervisory authority about the processing of the personal data concerning you by Karlsruhe Institute of Technology (KIT) (Art. 77 GDPR). Supervisory authority of KIT in the sense of Art. 51, par. 1 GDPR is according to Art. 25, par. 1 LDSG:

The State Commissioner for Data Protection and Freedom of Information Baden-Württemberg (Landesbeauftragter für den Datenschutz und die Informationsfreiheit Baden-Württemberg)

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