

Data protection information for the International Alumni Mentoring Programme

We, the University of Koblenz, hereby inform you about the processing of your personal data and your rights.

I. Name and contact details of the responsible body

The responsible body for the collection, processing, and use of personal data within the meaning of the General Data Protection Regulation (GDPR) is

University of Koblenz

Universitätsstraße 1

56070 Koblenz

Telefon: +49 261 287 - 0

E-Mail: service@uni-koblenz.de

II. Contact details of the data protection officer

University of Koblenz – Data protection officer

Konstantin Wagner

Universitätsstraße 1

56070 Koblenz

Contact via E-mail: datenschutz@uni-koblenz.de

III. Type, scope, purposes, and legal basis of data processing

Below you will find an overview of the type, scope, purposes, and legal basis of data processing in connection with the International Alumni Mentoring Programme at the University of Koblenz.

1. Type, scope, and purposes of data processing

As part of the International Alumni Mentoring Programme, participants' personal data is processed to enable the organisation and implementation of the programme.

Purpose of data processing: The data is used to match mentors and mentees based on various factors such as field of study, professional interests, experience, and preferences. The data is also used for communication between programme participants, feedback collection, participation documentation, programme coordination, and follow-up contact between the University of Koblenz and alumni.

Type and scope of data processing: The following information will be processed: surname, first name, degree programme, year of graduation (for mentors) or current semester (for mentees), place of residence, country, current employment, professional experience and email address. In addition, you may provide voluntary information on professional interests, mentoring focus areas or additional profile information, provided that this information is used for organising the mentoring programme.

Providing and processing photos is voluntary and only takes place with separate consent.

Processing takes place only to the extent necessary for the implementation of the mentoring programme. The data is stored electronically in the alumni database and used for programme-related communication.

2. Legal basis for data processing

Any personal data submitted when registering for the International Alumni-Mentoring Programme, whether via online self-registration or a paper registration form, will be processed based on your voluntary consent, in accordance with Article 6(1)(a) of the GDPR.

It is used exclusively for organising and implementing the programme (e.g. matching mentors and mentees, facilitating communication and providing feedback, and documenting participation) and for maintaining contact between the university and alumni.

Photos and short profiles including photos will only be used and displayed on the programme website with separate consent. This data will be stored in the University of Koblenz database and made available to relevant employees. Data will only be passed on to third parties if this is expressly stated on the form.

You can revoke your consent at any time; this only applies to the future and does not affect the legality of the processing that has taken place up to that point.

3. Deletion/duration of storage of personal data

We only store your personal data for as long as is necessary to fulfil the purposes for which it was collected. If you withdraw your consent, we will delete your data, unless we are required or permitted by the relevant legal provisions to process it further. We will also delete your data if we are legally required to do so.

4. Recipients of personal data

Employees involved in fulfilling the respective purpose, the central alumni office and other employees responsible for alumni management may access the necessary data to perform their duties. We also use external service providers for the technical infrastructure and maintenance of our systems. These processors are carefully selected and regularly reviewed to ensure the protection of your personal data. These providers may only use personal data for the specified purposes. We will only disclose data to other recipients if we are legally obliged to do so, or if you have expressly consented to this disclosure in the form.

5. Automated individual decision-making, including profiling

No automated individual decisions are made, including profiling, as defined in Article 22 of the GDPR.

6. Location of data processing

We only process your personal data within Germany and the European Union.

7. Obligation to provide personal data

Participation in the International Alumni Mentoring Programme is voluntary. However, participation requires you to provide personal data to the extent necessary for the organisation and implementation of the programme. This includes information such as your surname, first name, degree programme, year of graduation (mentors) or current semester (mentees), place of residence, country, current employment, professional experience and email address. Without this information, participation in the programme is not possible.

Providing information on professional interests and mentoring focus areas is optional and does not affect participation in the programme. This information is used exclusively to facilitate the coordination and placement of mentors and mentees.

Providing a photo is also voluntary. The publication of photos and the display of short profiles including photos on the University of Koblenz programme website are based exclusively on separate, voluntary consent. This consent is independent of participation in the International Alumni Mentoring Programme and can be withdrawn at any time, with effect for the future. Revoking your consent will not affect your continued participation in the programme.

8. Rights of data subjects

As a data subject, you have the following rights under the GDPR:

Right to information: You have the right to access the personal data that we hold about you.

Right to rectification: You have the right to request the correction of any inaccurate personal data. You also have the right to request that incomplete data be completed.

Right to erasure: In certain cases, you have the right to request that your personal data be erased.

Right to restriction of processing: In certain circumstances, you have the right to request that we limit the processing of your data.

Right to data portability: If you have provided us with data based on a contract or consent, you have the right to receive it from us in a structured, commonly used and machine-readable format, or to request that we transfer it to another controller.

Right to withdraw consent: You can withdraw your consent at any time, with effect for the future. However, the lawfulness of processing carried out based on consent before it was withdrawn is not affected by the withdrawal.

Possibility to assert your rights: To assert your rights, please either email us at alumni-team@uni-koblenz.de or write to us at the above address. Please ensure that you provide us with sufficient information to enable us to identify you.

Right to lodge a complaint with a supervisory authority: If you believe that the processing of your personal data is unlawful, you have the right to lodge a complaint with a data protection supervisory authority. The supervisory authority responsible for us is:

Der Landesbeauftragte für den Datenschutz und die Informationsfreiheit in Rheinland-Pfalz

Hintere Bleiche 34

55116 Mainz

E-mail: poststelle@datenschutz.rlp.de