

This is an unofficial English translation of the original German version of this information. It is provided for informational purposes only. The original German version of this information shall remain definitive and binding.

## **Information to be provided to a data subject, pursuant to Art. 13/14 GDPR**

The purpose of this requirement to provide information to data subjects is to ensure that users receive full information on the type, extent and purposes of the collection and use of personal data relating to their use of the website of REPOSIT/Kibana.

Hamburg University of Applied Sciences (HAW Hamburg) takes data protection very seriously. It handles personal data with strict confidentiality and in line with the provisions of law. Due to the advent of new technologies and continuous developments to the REPOSIT/Kibana service, there may be changes to the information we are required to provide and to these details of that information; we therefore recommend you regularly reread the data protection statement we provide.

For further details of the terms we use in this information, such as 'personal data', we refer readers to the definitions set out in Art. 4 of the EU General Data Protection Regulation (GDPR).

### **1. Type of data processing involved**

This data protection statement refers to the use of the websites of HAW Hamburg's repository (REPOSIT) and reporting tool (Kibana).

### **2. Contact details of data controller**

The institution responsible for data protection pursuant to the EU General Data Protection Regulation and other national data protection legislation issued by the EU member states, and pursuant to other data protection regulations, is:

Name of institution: Hochschule für Angewandte Wissenschaften (HAW Hamburg)

Street: Berliner Tor 5

Postcode, city: 20099 Hamburg

Tel.: +49.40.42875-0

Fax: +49.40.42875-9149

Email: [datenschutz@haw-hamburg.de](mailto:datenschutz@haw-hamburg.de)

HAW Hamburg is a corporation under public law. Its legal representative is Prof. Dr. Ute Lohrentz, President of HAW Hamburg, Berliner Tor 5, 20099 Hamburg.

### **3. Contact details of institution commissioned to manage data protection at HAW Hamburg**

Name of organisation: datenschutz nord GmbH

Street: Konsul-Smidt-Straße 88

Postcode, city: 28217 Bremen

Internet address: <https://www.dsn-group.de/>

Email address: [office@datenschutz-nord.de](mailto:office@datenschutz-nord.de)

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#### **4. Purposes of data processing and legal basis on which processing takes place**

##### **4a) Purposes of data processing:**

When a user accesses the website, their internet browser transmits data automatically to the website's server and stores them temporarily on the server in log files. Until automatic deletion takes place, the following data are stored; this storage takes place when the user visits the website, without the user entering any further information:

- Information on the type and version of browser used
- The user's operating system
- The user's internet service provider
- The user's IP address
- Date and time of access/last login
- Websites from which the user's system has accessed our website
- Where the user has registered or logged in to the website:
  - User's name
  - User's email address
  - User's username
  - User's role(s) (employee/former employee of HAW Hamburg, student; link to the user's publications etc., stored in this repository, incl. date and time of last change made)

The system has to store the user's IP address temporarily in order to deliver the website to the user's computer.

The temporary storage of the data listed above takes place in the context of our duties under public law. Data storage in log files takes place to ensure the website is functional. The data also serve the purposes of optimising the website and of ensuring the security of the system used. The data shall not be analysed for marketing purposes.

##### **4b) Legal bases on which data processing takes place:**

In relation to the temporary storage of IP addresses and log files, HAW Hamburg has a legitimate interest in the processing of data, pursuant to Art. 6 paragraph 1 s. 1 e), paragraph 3 GDPR alongside Section 4 HmbDSG (Hamburg Data Protection Act), Section 94 HmbHG (Hamburg Higher Education Act).

Pursuant to Art. 13 paragraph 2 e) GDPR, the provision of personal data follows from the provisions of contracts and agreements and from legal duties. In compliance with Art. 13 paragraph 2 f) GDPR, we inform data subjects that no automated decision-making processes with legal implications for the data subject take place (refer to Art. 22 GDPR, 'right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning him or her or similarly significantly affects him or her').

#### **5. Recipients, or categories of recipients, of personal data**

The technical operation (server, data storage) of the repository for research information, publications and research data takes place at Hamburg University of Technology (TU Hamburg). Administration, specialist support and requirements management are handled by HAW Hamburg. Technical operation (server, data storage) and hosting of the analytics tool (Kibana) are managed by Effective Webwork GmbH (EWW). Administration and specialist support remain in the hands of HAW Hamburg.

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## 6. Duration of storage of personal data

As a general principle, deletion of data takes place as soon as the data are no longer required for the purpose for which they were collected.

HAW Hamburg needs data, some of which are personal data, to conclude agreements on publication of work in the repository. If the data required are not supplied, the work cannot be stored and published in the HAW Hamburg repository.

### **Duration of storage of data relating to accounts and profiles of individuals and to further technical aspects of the system**

#### *EPerson/user accounts*

When an individual leaves HAW Hamburg, their user account is deactivated immediately by the identity management system (IDM) and can no longer be used in the system. The individual can no longer log in. Permanent deletion of the account takes place 12 months at the latest after the individual has left HAW Hamburg. An individual can request their account remain active, provided they do so shortly before leaving HAW Hamburg, by redirecting their profile to an external account. The profile and the data linked to it will then remain in the system. As a rule, accounts with data linked to them are only deleted upon request.

#### *Researcher profiles*

Individuals are deleted from the system when, three years after their leaving HAW Hamburg, there are no publications, research data or similar linked to them in the system. Duplicate profiles are merged into a single profile, and the redundant profile is deleted. In all other cases, the profile remains in the system; as a rule, accounts with data linked to them are only deleted upon request.

Profiles can be made private or public. Private profiles can be viewed and edited only by administrators and by the profile's owner. It is possible to set individual characteristics of a profile (e.g. the email address) at a privacy level that differs from that of the overall profile.

#### *Login data*

Where data are stored for the purpose of providing the website to the user, the data will be deleted when the session ends.

#### *Log files*

Where data are stored in log files, containing, among other data, the users' IP addresses, they will be deleted after 14 days. Log files stored for statistics purposes are anonymised.

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## 7. Your rights under GDPR

Users of our website have the following rights:

- The right to be informed about what data we hold on their person (Art. 15 GDPR)
- The right to the correction of inaccurate or incomplete personal data we hold concerning them (Art. 16 GDPR)
- The right to deletion of personal data we hold concerning them, unless the processing of those data is necessary for the exercise of the right to freedom of expression and freedom of information, for complying with a legal obligation, for public interest reasons, or for the assertion, exercise or defence of legal claims (Art. 17 GDPR)
- The right to restrict the processing of personal data (Art. 18 GDPR)
- The right to object to processing that serves our legitimate interest, the public interest, or profiling, unless we can demonstrate compelling grounds for processing that are worthy of protection and that outweigh your interests, rights and freedoms, or the processing of the data serves the assertion, exercise or defence of legal claims (Art. 21 GDPR); further, the right to withdraw, at any time, consent previously given to the collection, processing and use of your personal data, with effect for the future (from the point of withdrawal of consent) (Art. 7 paragraph 3 GDPR). This means that we no longer have permission to continue the processing of data which was based on this consent.
- The right to complain to a supervisory authority if you are of the view that the processing of personal data relating to you constitutes a breach of GDPR (Art. 77 GDPR).
- You can exercise your rights to object to the processing of data, to withdraw consent to data processing, and to have your personal data corrected by contacting the institution commissioned to manage data protection at HAW Hamburg:  
[office@datenschutz-nord.de](mailto:office@datenschutz-nord.de)