

PRIVACY NOTICE

WITH THIS PRIVACY NOTICE, WE WOULD LIKE TO INFORM YOU ABOUT THE PROCESSING OF YOUR CONTACT DETAILS BY THE INTERNATIONAL OFFICE OF HTWG KONSTANZ IN CONNECTION WITH THE ORDERING OF INFORMATION MATERIALS FOR INTERNATIONAL STUDENTS (CONSISTING OF INFORMATION MATERIALS ABOUT HTWG KONSTANZ, DEGREE PROGRAMS, AND OTHER INFORMATION MATERIALS SPECIFICALLY FOR INTERNATIONAL STUDENTS, WHICH ARE SENT APPROXIMATELY FIVE TIMES OVER A PERIOD OF 12 MONTHS BY EMAIL).

I. NAME AND ADDRESS OF THE CONTROLLER

THE CONTROLLER WITHIN THE MEANING OF THE GENERAL DATA PROTECTION REGULATION AND OTHER NATIONAL DATA PROTECTION LAWS OF THE MEMBER STATES AS WELL AS OTHER DATA PROTECTION REGULATIONS IS:

KONSTANZ UNIVERSITY OF APPLIED SCIENCES,
REPRESENTED BY ITS PRESIDENT, PROF. DR. SABINE REIN,

ALFRED-WACHTEL-STR. 8, 78462 KONSTANZ,
GERMANY, TEL.: 07531 206 0

EMAIL: KONTAKT@HTWG-KONSTANZ.DE

WEBSITE: WWW.HTWG-KONSTANZ.DE

II. THE DATA PROTECTION OFFICER OF THE CONTROLLER IS:

PROF. DR. MARC STRITTMATTER, UNIVERSITY OF
APPLIED SCIENCES KONSTANZ

ALFRED-WACHTEL-STR. 8, 78462 KONSTANZ,
GERMANY, TEL.: 07531 206 755

EMAIL: DSB@HTWG-KONSTANZ.DE

WEBSITE: WWW.HTWG-KONSTANZ.DE

III. PURPOSE OF DATA PROCESSING (DESCRIPTION, SCOPE)

PERSONAL DATA MAY ONLY BE COLLECTED AND PROCESSED FOR SPECIFIED, EXPLICIT, AND LEGITIMATE PURPOSES. SUCH PURPOSES ARE AS FOLLOWS:

1. CONTACTING YOU BY EMAIL FOR INFORMATIONAL PURPOSES.

A) DESCRIPTION OF PROCESSING:

YOU ENTER PERSONAL DATA FOR THE PURPOSE OF OBTAINING STUDY INFORMATION VIA AN ONLINE CONTACT FORM ON THE HTWG WEBSITE. THIS DATA IS AUTOMATICALLY SENT BY EMAIL TO THE INTERNATIONAL OFFICE AT HTWG KONSTANZ AND THEN ENTERED INTO THE HTWG'S "INFORMATION FOR INTERNATIONALS" MAILING LIST USING THE MAILMAN TOOL. THE DATA IS USED TO SEND YOU EMAILS APPROXIMATELY FIVE TIMES IN THE FOLLOWING 12 MONTHS WITH DOCUMENTS ABOUT THE UNIVERSITY, DEGREE PROGRAMS, AND OTHER INFORMATION MATERIALS SPECIFICALLY FOR INTERNATIONAL STUDENTS.

DATA PROCESSING IS ALWAYS CARRIED OUT IN A LAWFUL AND TRANSPARENT MANNER, ENSURING AN APPROPRIATE LEVEL OF PROTECTION AND OBSERVING THE FACTUAL ACCURACY OF THE DATA.

B) THE FOLLOWING PERSONAL DATA WILL BE PROCESSED:

1. NAME,
2. EMAIL ADDRESS,
3. NATIONALITY,
4. CURRENT PLACE OF RESIDENCE/COUNTRY (OPTIONAL),

5. HOW DID I FIND OUT ABOUT HTWG? (OPTIONAL),

6. AGE GROUP (OPTIONAL),

7. I AM IN THE FOLLOWING PHASE OF MY STUDY ORIENTATION (OPTIONAL),

8. I SPEAK GERMAN/I DO NOT SPEAK GERMAN BUT I SPEAK ENGLISH (OPTIONAL),

9. I HAVE TAKEN ADVANTAGE OF THE FOLLOWING HTWG OFFERS (OPTIONAL).

IV. LEGAL BASIS FOR DATA PROCESSING

THE LEGAL BASIS FOR THE PERSONAL DATA ENTERED AND PROCESSED WHEN ENTERING THE CONTACT FORM IS ART. 6 (1) (A) GDPR (CONSENT).

THE LEGAL BASIS FOR THE DELIVERY OF INFORMATION ABOUT STUDYING AT THE HTWG KONSTANZ IS ART. 6 (E) IN CONJUNCTION WITH (3) GDPR IN CONJUNCTION WITH SECTION 2 (2) LHG BW.

V. RECIPIENTS / DISCLOSURE OF DATA

1. INTERNAL:

EMPLOYEES OF THE INTERNATIONAL OFFICE HAVE ACCESS TO THE ABOVE-MENTIONED PERSONAL DATA THAT WE PROCESS IN THE CONTEXT OF INFORMATION MATERIALS FOR INTERNATIONAL STUDENTS FOR THE PURPOSES SPECIFIED IN THIS PRIVACY POLICY.

2. EXTERNAL:

THE DATA WILL NOT BE DISCLOSED TO THIRD PARTIES.

STORAGE/DELETION

WE ADHERE TO THE PRINCIPLES OF DATA AVOIDANCE AND DATA MINIMIZATION. WE STORE YOUR PERSONAL DATA FOR AS LONG AS IS NECESSARY TO

ACHIEVE THE PURPOSES STATED IN THIS PRIVACY POLICY, BUT FOR A MAXIMUM OF 12 MONTHS FOR THE PURPOSES OF DOCUMENTATION AND SENDING INFORMATION EMAILS. AFTER THAT, THE RELEVANT DATA WILL BE ROUTINELY BLOCKED OR DELETED IN ACCORDANCE WITH LEGAL REQUIREMENTS.

VII. DATA PROCESSING OUTSIDE THE EUROPEAN UNION

YOUR CONTACT DETAILS AND OTHER PERSONAL DATA ARE STORED LOCALLY ON THE HTWG KONSTANZ UNIVERSITY SERVERS.

VI. THE HTWG KONSTANZ DOES NOT TRANSFER OR PROCESS DATA OUTSIDE THE EU.

VIII. RIGHTS OF DATA SUBJECTS

YOU HAVE THE RIGHT TO OBTAIN INFORMATION FROM THE UNIVERSITY OF KONSTANZ ABOUT THE PERSONAL DATA STORED ABOUT YOU IN ACCORDANCE WITH ART. 15 GDPR AND/OR TO HAVE INCORRECTLY STORED PERSONAL DATA CORRECTED IN ACCORDANCE WITH ART. 16 GDPR.

YOU ALSO HAVE THE RIGHT TO ERASURE (ARTICLE 17 GDPR) OR RESTRICTION OF PROCESSING (ARTICLE 18 GDPR), THE RIGHT TO DATA PORTABILITY (ARTICLE 20 GDPR), AND THE RIGHT TO OBJECT TO PROCESSING (ARTICLE 21 GDPR).

IF THE PROCESSING OF PERSONAL DATA IS BASED ON CONSENT, THIS CONSENT CAN BE REVOKED AT ANY TIME. THE LAWFULNESS OF THE PROCESSING REMAINS UNAFFECTED UNTIL REVOCATION.

TO EXERCISE YOUR RIGHTS, PLEASE CONTACT THE COMPUTER CENTER OF THE UNIVERSITY OF APPLIED SCIENCES KONSTANZ, EMAIL: RECHENZENTRUM@HTWG-KONSTANZ.DE. YOU ALSO HAVE THE RIGHT TO LODGE A COMPLAINT WITH THE SUPERVISORY AUTHORITY IF YOU BELIEVE THAT THE PROCESSING OF YOUR PERSONAL DATA VIOLATES DATA PROTECTION REGULATIONS (ART. 77 GDPR).



THE COMPETENT SUPERVISORY AUTHORITY IS THE
STATE COMMISSIONER FOR DATA PROTECTION AND
FREEDOM OF INFORMATION IN BADEN-
WÜRTTEMBERG ([HTTPS://WWW.BADEN-
WUERTTEMBERG.DATENSCHUTZ.DE/](https://www.baden-wuerttemberg.datenschutz.de/)).

IF YOU HAVE ANY QUESTIONS REGARDING CONTENT,
PLEASE CONTACT THE RELEVANT SPECIALIST
CONTACT PERSONS AT INTERNALS@HTWG.DE.

LAST UPDATED: OCTOBER 2025