

## Sample of a clarification letter for test persons

Program director

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Name of faculty/institute: WiSo

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### I. Information about the application process

Objective of the application process for the Certificate Program CAS European Research and Transfer Management is to select participants for the limited spots available in the program. Furthermore, the contact details serve as a basis for establishing an alumni network and for maintaining contact during and after participation in the program.

### II. Data protection

#### General information

(1) The person responsible pursuant to section 4, paragraph 7 EU General Data Protection Regulation (GDPR) is:

Hochschule Osnabrück  
The President  
Albrechtstraße 30  
49076 Osnabrück  
Phone: +49 (541) 969-0  
Fax: +49 (541) 969-2066  
[praesident@hs-osnabrueck.de](mailto:praesident@hs-osnabrueck.de)

*Should you collect data that are processed in a hospital, this hospital must also be listed in the contact details.*

Our Data Protection Officers are reachable by email at: [datenschutz@hs-osnabrueck.de](mailto:datenschutz@hs-osnabrueck.de) or at the postal address (see above) with the addition "Datenschutzbeauftragter"

(2) You have the following rights vis-à-vis us concerning personal data relating to your person:

- Right to information,
- Right to correction,
- Right to deletion,
- Right to restriction of processing,
- Right to object to processing,
- Right to transferability of data

provided these rights are not restricted by laws relating to the processing of data for scientific purposes. In addition, you have the right to lodge a complaint with a data protection supervisory authority about the processing of your personal data (in our undertaking in connection with the research).

(3) If you have any concerns, questions or complaints regarding the processing of data and compliance with data protection requirements, you may of course also contact the program director Dr. Kai Handel. The contact details can be found at the top of this letter.

(4) The program director will take every reasonable step to ensure the protection of your data in accordance with the General Data Protection Regulation (GDPR) and other laws. The data are protected against unauthorised access. Personal data will be made anonymous as soon as possible, unless justified interests of the person concerned prevent this.

(5) The person responsible will only process your data if you have expressly consented to the processing.

(6) You have the right to withdraw your consent to the processing of your personal data at any time. The legality of the processing which has taken place on the basis of the consent until revocation will not be affected by the revocation of the consent.

### **Study-specific information**

In the following we inform you about the collection of personal data in the context of the research project described above.

(1) Description and scope of data processing

*Name, address, email address, application documents, and the project outline, which must be submitted with the application, will be stored. The data will be processed exclusively on devices of Osnabrück University of Applied Sciences.*

(2) Legal basis for data processing

Legal basis is the declaration of consent pursuant to section 6, paragraph 1, lit. (a) GDPR.

(3) Purpose of data processing

*The data is required to ensure the selection process for the Certificate Program European Research and Transfer Management. Additionally, the contact details will be used for alumni relations.*

#### (4) Duration of storage

The application documents will generally be deleted after the completion of the application process, but no later than three months afterwards. The data of accepted applicants will be used until the completion of the program and the issuance of the CAS certificate by Osnabrück University of Applied Sciences and will be deleted in accordance with the applicable legal requirements. The deletion of contact details will be done upon request.

#### (5) Possibility of objection and removal

Consent is voluntary. You may refuse without giving reasons and without the fear of being disadvantaged by this refusal. You may revoke this consent at any time by email to [k.handel@hs-osnabrueck.de](mailto:k.handel@hs-osnabrueck.de) or by letter to the University of Applied Sciences postal address mentioned above in II. (1). In the case of revocation, we will not process your data further and will delete all relevant data immediately. Please note that data which have already been made anonymous and data that have been included in scientific evaluations can no longer be deleted/destroyed upon request.