

### **Data processing information**

I hereby consent to the processing of my personal data by the controller for the purposes specified below. The following conditions apply, which must be fulfilled in accordance with the EU General Data Protection Regulation (EU GDPR).

#### **1. Controller**

The controller in charge of processing my personal data is

Barbara von Sturm zu Vehlingen, HAW Hamburg, Head of the CareerServices, Alexanderstr. 1, 20099 Hamburg

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

Phone: + 49 40 428 75 9045

The responsible official data protection officer is:

Ms. Spreen, HAW Hamburg, Internal Audit and Legal Affairs, Berliner Tor 5, 20099

Hamburg Email: [AnnKristin.Spreen@haw-hamburg.de](mailto:AnnKristin.Spreen@haw-hamburg.de)

Phone +49 40 428 75 9042

#### **2. Purpose**

My personal data is processed exclusively for the following purpose:

Preparing and carrying out counselling sessions (reviewing job application documents, job and career planning, coaching)

#### **3. Duration of storage**

My personal data is stored for the following amount of time:

The data is generally stored at the Zentrum für Karriereplanung for a period of 6 months from receipt of the documents at the Zentrum für Karriereplanung or as long as the storage of the data is required for the counselling.

#### 4. My rights

I have the following rights:

**a. Right to withdraw**

I may withdraw my consent at any time. I may also do this verbally or by email. I may have to provide proof of my identity. As soon as I have declared my withdrawal, my data may no longer be processed. It must be erased without delay. This, however, does not affect any data processing carried out before this time.

**b. Right of access**

In accordance with Art. 15 EU GDPR, I have a right of access to personal data held by the controller.

#### 5. Right to request rectification

In accordance with Art. 16 EU GDPR, I have the right to demand that information containing errors be corrected by the controller.

**a. Erasure**

I have a right to demand that the data be erased or my “right to be forgotten” in accordance with Art. 17 EU GDPR be honoured.

**b. Right to restriction of processing**

I have the right to demand that the processing in accordance with Art. 18 EU GDPR be restricted by the controller.

**c. Right to lodge a complaint**

I have the right to lodge a complaint against the processing of my personal data with the Hamburg Commissioner for Data Protection and Freedom of Information.

**d. Right to object**

I have the right to object to unlawful data processing in accordance with Art. 21 EU GDPR.

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Date

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Signature