

PRIVACY NOTICE

STUDYING WITH A DISABILITY OR CHRONIC DISEASE
ADVISORY SERVICE ON SOCIAL WELFARE
ADVISORY SERVICE ON STUDY FUNDING
PSYCHOLOGICAL COUNSELLING SERVICE

**STUDENTENWERK
OLDENBURG**
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According to the EU General Data Protection Regulation (GDPR), we would like to inform you about our use of data and your rights.

We collect and store your data in the context of our counselling/advisory services which are among the tasks of Studentenwerk Oldenburg. We exclusively obtain data that you provide us with in the course of a consultation.

You are always free to seek counselling anonymously, i.e. without stating your name.

1. SUPERVISOR FOR YOUR DATA

The data protection supervisor is Mr Ted Thurner, managing director of Studentenwerk Oldenburg. Uhlhornsweg 49-55, 26129 Oldenburg.

2. DATA PROTECTION OFFICER

Our data protection officer is Mrs Stefanie Vahlenkamp, Uhlhornsweg 49-55, 26129 Oldenburg. You can contact her via e-mail: datenschutzbeauftragter@sw-ol.de

3. STORAGE OF YOUR DATA

Only data that you send us electronically, e.g. via e-mail, will be stored. Also, electronic documents (e.g. letters or spreadsheets) will be stored if we draw them up for you in a consultation context or if we send them to you electronically.

4. SHARING OF DATA WITH THIRD PARTIES

Your data will not be shared with any third parties, unless you have explicitly authorised the release of information in writing.

5. DURATION OF DATA STORAGE

All data will be stored for no longer than 4 years.

6. YOUR DATA PROTECTION RIGHTS

You have the right to ask for copies of your personal information stored by us (right of access). You also have the right to rectification, to erasure and restriction as well as to object to processing your personal information. Finally, you have a right to data portability.

You can exercise your rights via your counsellor. E-mail:

Or you can write to Studentenwerk Oldenburg, Uhlhornsweg 49-55, 26129 Oldenburg.

7. YOUR RIGHT TO LODGE A COMPLAINT

You have the right to file a complaint with the state's data protection officer if you think that your rights have been violated.

You may also contact Studentenwerk's data protection officer in advance.

8. INFORMATION ON YOUR USE OF E-MAIL SERVICES

We are happy to communicate with you via e-mail. However, we would like to inform you that sending unencrypted e-mails is a technically unsafe method. It is possible that your information is read or altered by a third party without our knowledge or yours.

We therefore recommend that you contact us in person, send a letter or call us if you wish to avoid such risk.

State data protection law prohibits us from using unencrypted electronic communication when handling especially sensitive information (e.g. health information).

If you are planning on sending us sensitive information by e-mail, please be aware of the low protection level. We may only respond to you by e-mail to offer you a personal or telephone consultation appointment. If you prefer, communication via post or fax is also possible. In addition, we may make use of encrypted attachments to e-mails.

In the context of the psychological counselling service (PBS), making an appointment or signing up for one of our group workshops by e-mail is quite common. If you contact us via e-mail in such a matter, we assume your consent to us using the same (unencrypted) means of communication to answer you.

9. ALTERNATIVE TO DATA STORAGE

If you do not want your data to be stored, simply contact us by phone or in person. Only letters and e-mails will be stored.

AUTHORISATION FOR RELEASE OF INFORMATION

In the course of the consultation, it may be necessary to share some of your personal information with third parties (e.g. academic examinations office, other counsellors). We will only do so if you authorise the release of information in writing (e-mailing a scan of the signed document is possible, too). You can use the form available from our website:

<https://www.studentenwerk-oldenburg.de/de/allgemeines/downloads/datenschutz.html>