Declaration of consent regarding the collection and processing of data by Magdeburg-Stendal University of Applied Sciences, International Office (**Incoming Programme**)

The following personal data is collected and processed in order to process your application and enrolment, provide support before, during and immediately after your study placement at Magdeburg-Stendal University of Applied Sciences, and information from the International Office of Magdeburg-Stendal University of Applied Sciences within the framework of the Erasmus Programme:

- all of the data provided by you in the registration form and in the subsequent steps in the online mobility portal, specifically: your last name, first name, date of birth, gender, nationality, email address, postal addresses, study programme, semester number and bank details

Furthermore, the following data:

- all of the above-mentioned data, except for: bank details

will be passed on to Department II Student Affairs and also processed and used by them for the following purposes:

- preparing the matriculation, enrolment on courses and exam registration

The data will be saved in the database and documents of the International Office at Magdeburg-Stendal University of Applied Sciences in accordance with the Erasmus Programme guidelines for at least 5 years (compulsory retention requirement), for the purposes of providing information at a later date (e.g. issuing certificates of participation in the programme) however as a rule for 10 years, and may only be accessed by authorised persons. Once the purposes for the collection and storage cease to apply, the data will be deleted.

If, following initial registration, the personal details are not completed in the mobility portal, they will be deleted after the closing date for receiving applications to the programme, or at the latest after 6 months.

The details of rejected applicants will be deleted after 1 year.

User Rights:

The undersigned is entitled to revoke this declaration of consent at any time without giving a reason, effective from that point forward. Furthermore, the collected data may be corrected or deleted, or the type of data held may be restricted where necessary. On request, detailed information on the extent of the data collection undertaken may be obtained from the address below. The undersigned may also request that the data held about them be transmitted to a third party should they wish. In the event of a breach of privacy, a complaint may be made to the regulatory authority.

Voluntariness / Consequences of Not Signing

Granting permission for your data to be collected is voluntary. The undersigned is entitled not to approve this declaration of consent. **As the collection and processing of data is essential for the purposes mentioned above, in this case the relevant services may subsequently not be utilised.**

Contact:

International Office
Breitscheidstrasse 2
D-39114 Magdeburg
email: international@hs-magdeburg.de

Responsible data protection officer:

Prof. Dr. Holger Schanz, Breitscheidstrasse 2, D-39114 Magdeburg, email: holger.schanz@hs-magdeburg.de, Tel: +49 (0)391 886 4317, https://www.hs magdeburg.de/datenschutz.html?sword_list[]=Datenschutz&no_cache=1; www.hs-magdeburg.de/dsg

Responsible Regulatory Authority

Saxony-Anhalt State Representative for Data Protection and Freedom of Information, Postfach 1947, D-39009 Magdeburg

Consent of the person concerned:

I hereby grant my **consent, pursuant to Article 6 (1) (a) of the GDPR**, to the processing, storage and use of the above mentioned personal data. I understand that I may revoke this consent at any time without providing reasons, effective from that point forward. **However, should consent be withdrawn, any further processing, enrolment at Magdeburg-Stendal University of Applied Sciences and support from the International Office will no longer be possible.**

I hereby declare that I have been informed of my rights.

_____
Date/Signature

Please also note that this declaration once received - be it in writing or electronically - must be documented by the responsible authority (e.g. by logfile) in order for it to comply with its obligation to provide proof.