* + - 1. **Information on collecting personal data**
      2. **pursuant to section 13 of the Regulation (EU) 2016/679 from 25/05/2018**
      3. **General Data Protection Regulation (GDPR)**

The Friedrich Schiller University Jena processes personal data collected from you in connection with …. In this data protection notice, we want to inform you about how the University processes your personal data in line with section 13 GDPR.

1. **Name and contact details of the data controller—organization collecting data and deciding why and how to process it**

Friedrich Schiller University Jena

represented by the Kanzler (Head of Administration and Finance), Dr Thoralf Held

Fürstengraben 1, 07743 Jena, Germany

Telephone: +49 (0) 3641 3641 9-402000

Email: [kanzler@uni-jena.de](mailto:kanzler@uni-jena.de)

Responsible at the University:

…

1. **Contact details of the Data Protection Officer—whose task is to ensure that the University is aware of and complies with the data protection responsibilities**

Friedrich Schiller University Jena

Office of the Vice-President for Digitalization

Fürstengraben 1, 07743 Jena, Germany

Telephone: +49 (0) 3641 9-40 16 03

Email: [datenschutz@uni-jena.de](mailto:datenschutz@uni-jena.de)

1. **Purposes and legal basis for data processing**  
     
   The University processes your personal data in order to ….The legal basis for this is section 6 subsection 1 sentence 1 point (e) GDPR read together with section 11 … of the Thuringian Higher Education Act.
2. **Who receives the data?**The University may disclose personal data to other legal persons, for example social security institutions, …, and other authorities, if and when the University is legally required to do so.
3. **How long will my data be stored?**Your personal data will be stored until the purposes for processing no longer exist or until the statutory or administrative retention period has expired. Usually, this is the case after ….
4. **Your rights**In accordance with the GDPR and under certain conditions mentioned there, you have the following rights: You can obtain access to your personal data (section 15, GDPR), ask for incorrect, inaccurate or incomplete data to be corrected (section 16, GDPR), request that personal data be erased (section 17, GDPR), request the restriction of the processing of your personal data (section 18, GDPR), receive your personal data in a machine-readable format and transmit it to another data controller of your choosing (section 20, GDPR), and object to the processing (section 21, GDPR).

You also have the right to complain to a supervisory authority (section 77, GDPR).