



Information on data protection, when you apply for a Daka loan through us

Here we provide you with information on how personal data is processed and your rights when we collect your personal data in connection with student funding, in particular a Daka loan.

1. Who can you contact? Who is responsible for data processing?

Name and contact details of person responsible:

Studierendenwerk Münster AöR
Amt für Ausbildungsförderung
Bismarckallee 11, 48151 Münster
Tel. +4925 18379725
Fax +4925 18379207
Info@stw-muenster.de
www.stw-muenster.de

Here are the contact details for our data protection officer:

Kerstin Bürgel
c/o Studierendenwerk Münster AöR
Bismarckallee 5
48151 Münster
Tel.: +4925 1 8379705
dsb@stw-muenster.de

2. For which purposes and on what legal basis do we process your data?

If you apply for a Daka loan from the Darlehenskasse der Studierendenwerke e.V., Weißhausstr. 30, 50939 Cologne (hereinafter "Daka") and contact the Studierendenwerk for this purpose, your personal data and the data of the person you have indicated for the required guarantee will be processed for the following purposes:

- Advising on student loans from Daka funds
- Receipt of the application and checking for completeness
- Identity check
- Electronic forwarding of the application data to the Daka by data entry into the Daka data management programme
- Postal forwarding of paper documents to the Daka
- Organisation and administration of these activities as the responsible student services organisation

All further processing, in particular the decision on the allocation of student loans from Daka funds, and loan administration, is carried out centrally by the Daka office. This office is solely responsible for processing and checking all documents and for loan administration.

Your personal data is processed on the legal basis of Art. 6 (1) letter b DSGVO for the preparation or fulfilment of a contract, and insofar as you have given your consent, the data processing is carried out on the legal basis of

Art. 6 (1) letter a DSGVO. In addition, the processing is carried out on the legal basis of Art. 6 Para. 1 Letter e DSGVO in conjunction with § 3 DSG NRW i. V. m. § 2 Studierendenwerksgesetz NRW to fulfil our legal social mandate for the students.

3. Which data do we process and where does it come from?

The personal data that you provide to the Studierendenwerk as part of the application for a Daka loan is processed. The categories of data processed can be seen in the data fields requested in the application forms. In addition, the Studierendenwerk processes processing data, such as access or dispatch data, file notes or other administrative data.

4. Who receives your data?

Your data is processed by the employees of the Studierendenwerk, by the respective responsible persons. Not only individual employees are responsible, but also the teams with deputies and supervisors. All data is transferred to the Daka. In individual cases, further transfers are possible within the legally permissible framework. Your personal data will not be transferred to a third country or to an international organisation.

5. For how long is your data stored?

Your data will be forwarded to the Daka in a timely manner; no application data will remain with the Studierendenwerk. Lists of activities carried out are kept for statistical and administrative purposes. If these lists contain personal data, they are deleted after 10 years at the latest.

6. Is there an obligation to provide data?

Providing data to apply for a Daka loan is voluntary. If you do not wish to provide necessary information, the application cannot be processed.

7. Which data protection rights do you have as the affected person?

You have the right

- to access to your personal data in accordance with Art. 15 GDPR,
- to rectification in accordance with Art. 16 GDPR,
- to erasure in accordance with Art. 17 GDPR,
- to restriction of processing in accordance with Art. 18 GDPR,
- to object to processing in accordance with Art. 21 GDPR.

If applicable, you will then be asked to identify yourself in order to exercise these rights, this will prevent an unauthorised person from exercising these data protection rights. If you have given your consent, you have the right to withdraw it at any time without affecting the lawfulness of the processing carried out on the basis of the consent up to the time of withdrawal. You have the right to lodge a complaint with our* data protection officer and with a supervisory authority, for example the NRW State Commissioner for Data Protection and Freedom of Information, P.O. Box 20 04 44, 40102 Düsseldorf, Tel.: 0211/38 424-0, e-mail: poststelle(at)ldi.nrw.de.

8. How can you obtain further information?

In addition to this information sheet, please see all other information about us that you already hold or with which you are already familiar. If you would like more information, please contact your usual contact persons

and/or our Data Protection Officer. They will be happy to help. You can find the contact details for our Data Protection Officer at the start of this information.

Dated: July 2021