



INFORMATION ABOUT THE PROCESSING OF PERSONAL DATA FOR THE RESERVATION OF EVENT AND WORKING SPACES

As stipulated by article 13 of the General Data Protection Regulations (GDPR), the following is information about the processing of the personal data that you provide to Heidelberg University in the course of reserving event or working spaces through the Pretix booking system.

The collection and processing of your personal data by Heidelberg University is necessary in order to make reservations, to administer data in connection with the reservations and to communicate via telephone or email.

Information about your right to appeal according to Art. 21 section 1 GDPR

You have the right to object at any time, on grounds relating to your particular situation, to the processing of your personal data that is carried out on the basis of Art. 6 (1) (1) (e) GDPR (data processing in the public interest).

CATEGORY	INFORMATION
1. Controller acc. to Art. 4 Nr. 7 GDPR	Heidelberg University, represented by the Rector, Grabengasse 1, 69117 Heidelberg rektor@rektorat.uni-heidelberg.de
2. Data Privacy Officer Contact	Datenschutzbeauftragter, Seminarstr. 2, 69117 Heidelberg datenschutz@uni-heidelberg.de
3. Usage of data	a) Processing of reservations for event and working spaces in the Pretix booking system. b) Operating and ensuring the security of the relevant IT system.
4. Legal framework	For the processing of data indicated in 3, a, b: - Art. 6 sec. 3 GDPR
5. Data Categories that are processed	a) Processing for the purpose given in 3, a: - first and last name - university email address - telephone number - status (doctoral candidate/employee) - enrollment number (for doctoral candidates) - institute/department (for employees) b) Processing for the purpose given in 3, b: - IP address of the device used to make the reservation
6. Recipients to whom the relevant data is disclosed, differentiated according to purpose	Internal recipients: - the team responsible for processing the reservations - university computer center
7. Data transfer to other countries esp. non-EU countries	No
8. Duration of storage	2 weeks
9. Origin of data Pertains to data not collected from you	We do not collect data from external sources.
10. Your rights pertaining to data privacy	- Information about your personal data (Art. 15 GDPR, § 9 LDSG) - Correction of your data (Art. 16 GDPR) - Deletion of your data (Art. 17 GDPR, § 10 LDSG) as long as this does not conflict with any storage obligations - Data transfer (Art. 20 GDPR) - Complaint to the relevant supervisory authority for data protection (Landesbeauftragter für den Datenschutz und die Informationsfreiheit BW)