INFORMATION ON THE PROCESSING OF PERSONAL-DATA IN CONNECTION WITH THE PROJECT *Collegio futuro*

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| In accordance with Art. 13 of the General Data Protection Regulation (GDPR), you will receive the following information on the processing of your personal data by Heidelberg University as part of the 4EU+ training program “Collegio futuro” taking place from January 12 to February 28, 2026, at the Heidelberg University.Collegio futuro is an interdisciplinary training program in environmental sciences for doctoral candidates and advanced masted students of different disciplines. Participation in the training program is not mandatory, but ECTS can be granted. Personal data must be collected for the purpose of organization and implementation of the event. For project documentation purposes and for the public relations work, photos of this event will be taken and published on the website of Heidelberg Center for the Environment (HCE), Heidelberg University. Appearance on photos is voluntary. | Information |  | details |
| 1. **Controller**

acc. to art. 4 no. 7 GDPR |  | Heidelberg University, represented by the Rector, Grabengasse 1, 69117 Heidelbergrektorin@rektorat.uni-heidelberg.de |
| 1. **Data Protection Officer**Contact information
 |  | Data Protection Officer (Datenschutzbeauftragter), Seminarstr. 2, 69117 Heidelberg datenschutzbeauftragter@uni-heidelberg.de |
| 1. **Purpose of processing**
 |  | * Implementation of the event
* Documentation of the event
* Public relations
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| 1. **Legal basis**
 |  | * **Implementation of the event** (candidate selection, event organisation and participation evidence): Art. 6 para. 1 lit. e in conjunction with Art. 6 para. 3 of the General Data Protection Regulation (GDPR) in conjunction with Section 4 of the Baden-Württemberg State Data Protection Act (LDSG BW) in conjunction with § 2 para. 1, § 12 para. 6 of the Law on Universities in Baden-Württemberg (LHG BW) in conjunction with the Statutes of Heidelberg University on the Obligation to Provide Data of 10 May 2023.
* **Photos that reflect the character of the event** (overview photos): Art. 6 para. 1 lit. e of the GDPR in conjunction with Art. 6 para. 3 GDPR in conjunction with § 4 Baden-Württemberg State Data Protection Act (LDSG BW) in conjunction with § 2 para. 9 Law on universities in Baden-Württemberg.
* **Individual photos or photos of smaller groups of people:** declaration of consent (Art. 6 para. 1 lit. a of the GDPR).
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| 1. **Data** Categories of personal data processed by the university
 |  | 1. Candidate selection
	1. first and last name
	2. contact data (e-mail adress & affiliation)
	3. motivation letter
	4. short description of the PhD topic (PhD students)
	5. education path /tertiary education (degree program, institution awarding the degree and thesis title)
	6. publications, conference contributions and awards
	7. information on extracurricular activities and work experience
	8. language skills
2. Organisation of travel allowances:
	1. First and last name
	2. e-mail adress
3. Participation evidence:
	1. first and last name
	2. affiliation
	3. position at home institution
	4. signature for in-person attendance
4. Photos
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| 1. **Recipients** to whom the data required for the respective purpose are disclosed
 |  | 1. For candidate selection
* Tranining program coordinator
* Collegio futuro Board, which consists of two academics from Heidelberg University and one from each participating university (Charles University/Prague, Sorbonne University, the University of Milan, and the University of Warsaw).
1. For organisation of travel allowances
* Applicant’s home university
1. For participation evidence
	* Heidelberg University,
	* Heidelberg Center for the Environment (HCE).
2. Photos

Project report: * + Heidelberg University,
	+ Heidelberg Center for the Environment (HCE),
	+ 4EU+University Alliance, European Commission.

Public relations: Visitors to the website of Heidelberg Center for the Environment [HCE] ([www.hce.uni-heidelberg.de](http://www.hce.uni-heidelberg.de)) |
| 1. **Transmission to third countries**, particularly non-EU countries
 |  | No transmission  |
| 1. **Storage times**
 |  | For the purpose of the project archive: up to 10 years Public relations: up to 3 years |
| **Your right to object according to art. 21 par. 1 GDPR**You have the right to object at any time, on grounds relating to your particular situation, to processing of your personal data that is based on art. 6 par. 1 cl. 1 (e) GDPR (processing of data necessary for compliance with a legal obligation). | 1. **Data sources** in cases where the data were not collected from you
 |  | Your data will not be collected by third parties |
| 1. Your data protection **Rights**
 |  | * Right to obtain information about whether or not data concerning you are being processed (art. 15 GDPR, § 9 State Data Protection Act)
* Rectification of your data (art. 16 GDPR)
* Erasure of your data (art. 17 DS-GVO, § 10 State Data Protection Act) unless the university is legally obliged to store the data
* Right to data portability (art. 20 GDPR)
* Right to lodge a complaint with the responsible supervisory authority for data protection (Commisioner for Data Protection and Freedom of Information for the State of Baden-Württemberg)
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| 1. **Right** to withdraw consent
 |  | * If you have consented to the processing by means of a corresponding declaration, you can revoke your consent at any time for the future. The legality of the data processing carried out on the basis of the consent until the revocation is not affected by this.
* Please send your revocation to: HCE-Office, Marsilius-Arkaden, Im Neuenheimer Feld 130.1, 69120 Heidelberg (E-mail: hce@uni-heidelberg.de)
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Declaration of consent

I understand that for project documentation purposes and for the public relations work, photos of this event will be taken and published on the website of Heidelberg Center for the Environment (HCE), Heidelberg University. Images will be protected from downloading, but it cannot be ruled out that third parties will access them.

With my signature, I confirm the following *(please tick all applicable boxes below):*

I permit the photos of myself to be taken. [ ] Yes [ ] No

I permit that the photos of myself are being published in project reports. [ ] Yes [ ] No

I permit that the photos of myself are being published on the website

of the Heidelberg Center for the Environment

<https://www.hce.uni-heidelberg.de/en> [ ] Yes [ ] No

First name, last name *(printed)*:

Date:

Signature: