

Data protection in the archive of the University of Bremen (Department 15)

I. General preliminary remarks

The University Archive Bremen is a central institution of the University of Bremen. It preserves sources on the development and history of this university dating back to the first half of the 20th century. Access is open to all citizens interested in history and also enables private research.

As a public organisation, we take the protection of your personal data very seriously. We have therefore taken measures to ensure that both we and our external service providers observe your personal data in compliance with the applicable data protection regulations, in particular the EU General Data Protection Regulation (GDPR).

The following statement gives you an overview of how the university archive ensures the protection of your data and what kind of data is collected for what purpose.

In the course of the further development of our website and the technologies used, changes to this data protection declaration may become necessary. We therefore recommend that you re-read the privacy policy from time to time.

II. Responsibility and competences

The University of Bremen is responsible for data processing within the meaning of Article 4 No. 7 EU GDPR:

1. Name and address of the person responsible:

University of Bremen
President Prof Dr Jutta Günther
Library Street 1-3
28359 Bremen, Germany
Phone: +49 421 218-1
E-mail: web@uni-bremen.de
Website: www.uni-bremen.de

2. Name and address of the data protection officer:

Data protection officer of the University of Bremen

Department 06

Bibliothekstrasse 1

28359 Bremen, Germany

Phone: +49 421 218-60217

Fax: +49 421 218-60210

E-mail: datenschutz@uni-bremen.de

Website: www.uni-bremen.de/infoportal-datenschutz

III. Purposes of the processing of your personal data and legal basis for the processing

1. Purpose of the processing

The purpose of data processing is to fulfil the following legal tasks:

- a. the proper and smooth processing and management of archive requests,
- b. the use of archive material,
- c. the shortening of protection periods,
- d. the transfer of bequests, estates and other materials of private origin (transfer agreement).

2. Legal basis for data processing and categories of data processed

a) Archive requests

You can contact the university archive by telephone, post or e-mail. When you contact us, your data will be processed for the purpose of dealing with your enquiry. The legal basis for the processing of personal data for enquiries to the archive is Article 6(1), subparagraph 1 lit. c and e GDPR¹ in conjunction with Section 1(1) and Section 7 of the Bremen Archive Act² in conjunction with Section 2(2) of

¹ General Data Protection Regulation, full title: Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC

² Act on the Safeguarding and Use of Public Archive Assets in the State of Bremen in the version dated 7 May 1991 (last amended on 2 April 2019)

the Archive Statutes³. Only the personal data required to fulfil the above-mentioned purpose will be processed. These are

First name, surname, e-mail address if applicable, telephone number if applicable, postal address if applicable and content of the enquiry

The postal address is only required if an invoice has to be issued in the event that the archive has to be graded for the purpose of research or making copies.

b) Use of archive material

When you apply to use the archive, we collect your personal data in order to enable you to use the archive in accordance with Sections 3 and 4 of our user regulations⁴. We process the data on the application for use on the basis of your consent in accordance with Article 6(1), subparagraph 1(b), (c) and (e) GDPR. For statistical purposes, we collect your data in anonymised form in order to compile statistics on archive usage.

c) Application to shorten the protection period

Even if you submit an application to shorten the protection period, we will only process your personal data collected in the form with your consent, insofar as this is necessary to examine your application and to grant authorisation for inspection. Legal basis for the Article 6 (1), subparagraph 1 lit. b, c and e GDPR in conjunction with § 7 of the User Regulations apply to the processing of an application to shorten the protection periods.

d) Takeover of documents of private origin

In the course of the transfer of documents from private ownership, personal data is processed as part of a transfer agreement and the associated correspondence. The legal basis for this processing is Article 6(1), subparagraph 1 lit. c and e GDPR in conjunction with Section 1(1) of the Bremen Archive Act in conjunction with Section 2(3) of the Archive Statutes.

³ Statutes of the Archive of the University of Bremen dated 9 March 2020

⁴ Regulations for the use of the university archive Bremen dated 9 March 202

Only the personal data required for the fulfilment of the above-mentioned purpose will be processed. These are

First name, surname, postal address, e-mail address, telephone number if applicable.

Providing your telephone number is voluntary. There are no negative consequences associated with the non-provision of this data. However, failure to provide this data may make subsequent communication more difficult or delay it in individual cases.

3. Duration of data storage

Your personal data will be stored after collection by the university archive for as long as is necessary for the fulfilment of the respective task and in compliance with the legal retention periods and archiving obligations.

4. Recipient of the data

Access to the data is only granted to those employees of the university who absolutely need it within the scope of the tasks assigned to them. We only transfer your data to third parties (e.g. to lawyers to enforce outstanding claims) if we pass authorisation to do so under data protection law.

Your data may also be passed on by us to external service providers (e.g. IT service providers who digitise analogue data or archive electronic data as well as companies that destroy data or process analogue data for permanent archiving), who support us in data processing within the framework of order processing strictly in accordance with instructions.

Data processing outside the EU does not take place.

We will neither sell your personal data to third parties nor market it in any other way.

5. Your rights

Data subjects have the right to obtain from the controller access to the personal data concerning them and the right to rectification of inaccurate data or erasure if one of the grounds specified in Art. 17 GDPR applies, e.g. if the data is no longer

required for the purposes pursued. The right to restriction of processing also passes if one of the conditions specified in Art. 18 GDPR applies and, in the cases specified in Art. 20 GDPR, the right to data portability. **If data is processed on the basis of Art. 6 para. 1 subpara. 1 lit. e GDPR (data processing for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller), the data subject has the right to object to the processing at any time for reasons arising from their particular situation.** We will then no longer process the personal data unless there are demonstrably compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject, or the processing serves the establishment, exercise or defence of legal claims.

You can assert your data protection rights with the data protection officer (see II.2.).

6. Right to lodge a complaint with a supervisory authority:

Every data subject has the right to lodge a complaint with a supervisory authority for data protection if they believe that the processing of their data violates data protection regulations. The right to lodge a complaint may be exercised in particular with a supervisory authority in the Member State of the data subject's habitual residence or place of the alleged infringement.

The English version of this text is for informational purposes only. Only the German version is legally binding.