

Giessen University Society

Privacy Policy Statement

In Compliance with the Bundesdatenschutzgesetzes (BDSG), the Telemediengesetzes (TMG) and new General Data Protection Regulations (GDPR) that will be coming into force on the 25th of May 2018 the Gießener Hochschulgesellschaft would like to outline its Privacy Policy Statement as below. Printed copies are also being sent to all members in the next *GHG Aktuell* for your convenience. This privacy statement tells you who we are and what to expect when the Gießener Hochschulgesellschaft collects personal information from members of the society. This is in light of the General Data Protection Regulation (GDPR) which will become enforceable in Germany on the 25 May 2018. GDPR regulates how organisations obtain, use, store, and destroy personal data. We have reviewed, and will continue to assess, all our processes in the handling, processing and storage of all personal data that we collect to maintain your relationship with the Gießener Hochschulgesellschaft. We are committed to maintaining the highest standards when collecting and using personal information, and we encourage people to bring it to our attention if they think our collection or use of information is unfair, misleading or inappropriate. We also welcome any suggestions for improvement in our procedures.

Who we are

The Gießener Hochschulgesellschaft is a membership-based organisation. We are a Germany registered charity with the aim to support the interaction between society and the Justus-Liebig-University Gießen. The archive of the Gießener Hochschulgesellschaft is deposited in the archive of the Justus-Liebig-University, Gießen.

Why we collect and use personal information

We collect personal information to maintain and enhance your membership of the Gießener Hochschulgesellschaft. We use this to send out our newsletter *GHG Aktuell*, the yearbook *Gießener Universitätsblätter*, information about our events, and other material linked to the activities of the Gießener Hochschulgesellschaft and for which you have chosen to become a member. These materials may also include registration for Gießener Hochschulgesellschaft events (e.g. the Faculty Club) that are open to both members and non-members.

What personal information we collect

Membership

The types of personal information that we collect derive from the application form members complete when they apply for membership.

Application Form

The Gießener Hochschulgesellschaft asks members for informations in 3 sections:

1. *Personal details:*

These are title, name, address, email address, telephone and Fax number. These are needed to maintain your membership and are stored on a secure database hosted on a server based in the office of the Gießener Hochschulgesellschaft.

2. *Contribution:*

Here you choose your level of membership fee

3. *Payment details:*

This is where you provide us with your bank account details so that we can deduct your annual contribution or with informations about your own way of annual payment. If you decide to pay by Direct Debit, your bank information will be stored on our database and will only be accessed for collection of annual membership dues.

All the information above is collected according to Art. 6.f GDPR to maintain your membership with the Gießener Hochschulgesellschaft and so the legal basis for collection of this information is "legitimate interests".

None of your personal information is stored on a database to which members of the Gießener Hochschulgesellschaft have access. We will not share any personal data with third party organisations for a) marketing purposes or b) to provide you with the yearbook *Gießener Hochschulblätter* and c) the newsletter *GHG Aktuell* to inform you of our events, this is all done personally at the Gießener Hochschulgesellschaft office. The Gießener Hochschulgesellschaft only uses the personal informations to provide you with the publications and events as stated and for no other purpose.

You also have the right to view, edit and ask us to delete all the information that we hold on you. However if you ask us to delete all of your information, the Gießener Hochschulgesellschaft will not be able to maintain your membership as it will not be able to honour its obligation to you as a member.

Medal and Award Nominations

The Gießener Hochschulgesellschaft potentially awards medals and prizes for a variety of achievements (e.g. honorary membership). Nominations for these awards include personal information such as name, address, profession and curriculum vitae. This information is kept securely within the Gießener Hochschulgesellschaft until decisions are made on the awards, and at that point all nomination forms will be destroyed for those not awarded medals or prizes. Medal and prize winner's personal information will be retained in perpetuity for historical and archival purposes unless a request to not do so is received in writing.

Grant Applications

The Gießener Hochschulgesellschaft awards grants based on personal applications. Applications for grants include personal information such as name, address and email. All grant applications will be kept securely within the Gießener Hochschulgesellschaft. For a decision about approval these applications are made accessible only for the members of the Gießener Hochschulgesellschaft board either in printed or digital form. Information on applicants will be retained in perpetuity for historical and archival purposes unless a request to not do so is received in writing.

How members will be contacted by the Gießener Hochschulgesellschaft

We strive to make sure that membership is consistently up-to-date with the news, events and improvements happening at the Gießener Hochschulgesellschaft. To this end, there are a number of ways we normally stay in contact.

1. *Via Post:*

- GHG Aktuell, our newsletter, is sent out in irregular intervals
- Gießener Universitätsblätter, our yearbook, is sent once a year

2. *Via Email:*

- **General informations:** If you have provided us with your email-address we might use the address to remind you of specific and short term activities of the Gießener Hochschulgesellschaft.
- **Event invites:** Occasionally we have events that we believe certain members would benefit from attending. Therefore we sometimes send out personal invites.

Your data's journey through the Gießener Hochschulgesellschaft

The Gießener Hochschulgesellschaft is a society with an historical body and is therefore allowed to further process your personal data for archiving activities and maintenance of the Gießener Hochschulgesellschaft historical records. It is sincerely hoped that you will agree for your personal data to be further processed in this way. This however does not mean that your "right to be forgotten" is taken away. Under the terms of the GDPR you have a right to request at any time a copy of the data we hold about you by using a subject access request to the membership office.

Please note that some personal information from deceased members will be securely stored for historical and archive purposes in line with our charitable purpose.

If you want to discuss any aspects of the Gießener Hochschulgesellschaft Privacy Policy, or have suggestions for improvement of our procedures, please contact the Gießener Hochschulgesellschaft in writing at the address given under the contact information or by email.

Gießener Hochschulgesellschaft

18th of May 2018