

# Information on Data Processing and Declaration of Consent

## Introduction

At Verband Digital Humanities im deutschsprachigen Raum e.V. we value your privacy and process your data in compliance with the EU General Data Protection Regulation (GDPR).

Your "**Personal Data**" is any information related to you. "**Processing**" is any operation performed on the data.

According to the **Transparency Principle**, this document will provide you with information about the processing of your personal data as required by Art. 12, 13, and 14 of the GDPR.

## Who are we and how can you contact us?

Sarah Lang on behalf of Verband Digital Humanities im deutschsprachigen Raum e.V.

sarah.lang@uni-graz.at

acting as the data controller within the meaning of the GDPR.

## For what purpose do we process your data?

We process your data for the following purposes:

- Organisation and/or management of the mentoring programme
- Generation of participation certificates

## What information about you do we collect and process?

For the purposes listed above, we process the following information related to you:

- Name, surname
- E-mail address
- Affiliation
- Professional title / academic status
- Gender
- Address
- Country
- Other

We obtain this information directly from you when you fill in the respective form. The information the provision of which is mandatory is marked with an asterisk in the attached form. For the remaining information, you are free to decide not to provide it; in this case, it will not appear in our communications.

## Legal basis for the processing of your data

Your data is processed on the basis of your consent (Art. 6.1(a) of the GDPR) which you give by accepting this notice.

Exceptionally, where consent is not an appropriate legal basis, your personal data can also be processed on the basis of our legitimate interest in organising the Early Career Mentoring programme of DHd Verband and promoting it, and your legitimate interest in participating in it, and in staying informed about the recent developments in the research community.

## For how long do we keep your data?

These are the durations your data will be stored for:

**Name, surname:** as long as necessary to achieve the purpose of data collection.

**E-mail address:** as long as necessary to achieve the purpose of data collection.

**Affiliation:** as long as necessary to achieve the purpose of data collection.

**Professional title / academic status:** as long as necessary to achieve the purpose of data collection.

**Gender:** as long as necessary to achieve the purpose of data collection.

**Address:** as long as necessary to achieve the purpose of data collection.

**Country:** as long as necessary to achieve the purpose of data collection.

**Other:** as long as necessary to achieve the purpose of data collection.

After these periods, your data will be deleted or anonymised according to the highest standards.

## Will your data be shared with anyone?

Your personal data will not be shared with or disclosed to anyone outside our institution (Verband Digital Humanities im deutschsprachigen Raum e.V.).

Moreover, for the purpose of community building, your name, affiliation and contact details will be communicated to other participants of Early Career Mentoring Program of the DHd.

## Will your data be transferred outside the European Economic Area (EEA)?

Your data will not be transferred outside the European Economic Area.

# No profiling or automated decision-making

Your data will not be used for profiling or automated decision-making purposes.

## Your rights with regard to the processing of your data

The GDPR grants you certain rights with regard to the processing of your personal data. These rights include:

**Access** (Art. 15 of the GDPR): you have the right to obtain confirmation as to whether we process your personal data, as well as information about how we process it. You can also request a copy of your personal data, for which we may charge you a reasonable fee based on administrative costs. In order to exercise your right to access, contact us at [sarah.lang@uni-graz.at](mailto:sarah.lang@uni-graz.at) ;

**Rectification** (Art. 16 of the GDPR): if your personal data that we process are incomplete or inaccurate, you have the right to request rectification of such data without undue delay. In order to exercise your right to rectification, contact us at [sarah.lang@uni-graz.at](mailto:sarah.lang@uni-graz.at) ;

**Erasure** ("right to be forgotten" – Art. 17 of the GDPR): in certain circumstances (e.g. if your data are processed unlawfully or unnecessarily) you may request erasure of your personal data.

**Restriction of processing** (Art. 18 of the GDPR): in certain circumstances (e.g. if you contest accuracy of your data that we process or lawfulness of the processing) you may request restriction of processing of your data. Such data will not be erased, but in principle can only be processed with your consent;

**Data portability** (Art. 20 of the GDPR): in certain circumstances, you may request transmission of your data to another controller in a structured, commonly used and machine-readable format;

**Right to object** (Art. 21 of the GDPR): if you did not consent to the processing, or if it is not necessary to comply with a legal obligation, you may always object to it, in which case we shall no longer process your data.

Moreover, you have the right to:

**withdraw your consent** to the processing of your personal data at any time (Art. 7(3) of the GDPR) by contacting us at [sarah.lang@uni-graz.at](mailto:sarah.lang@uni-graz.at) . The withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal;

**lodge a complaint** with a supervisory authority.