

Information and explanatory letter for participants in the anniversary celebration of the Master's program in Management in Nonprofit Organisations

Contact details of the responsible person

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Information and explanatory letter

Dear participant,

We are delighted that you would like to attend the anniversary celebrations for the Management in Non-Profit Organisations M.A. program. This letter is to inform you about data protection at the event. Please read the following text carefully. If you have any questions, we will be happy to answer them. Participation is voluntary.

I. Information about the event

The anniversary celebration marking 20 years of the Management in Nonprofit Organisations M.A. program aims to promote exchange and networking among students, graduates, faculty, and stakeholders from the nonprofit sector.

II. Data protection

General information

(1) The controller pursuant to Art. 4 (7) of the EU General Data Protection Regulation (GDPR) is:

Osnabrück University of Applied Sciences
The President, Albrechtstraße 30, 49076 Osnabrück, Germany
Phone: +49 541 969-0, Fax: +49 541 969-2066
praesident@hs-osnabrueck.de

You can contact our data protection officer at: datenschutz@hs-osnabrueck.de or at the postal address (see above) with the addition "Data Protection Officer."

(2) You have the following rights with regard to your personal data:

- Right to information,
- Right to rectification,
- Right to erasure,
- Right to restriction of processing,
- Right to object to processing,
- Right to data portability,

provided that these rights are not restricted by law. You also have the right to lodge a complaint with a data protection supervisory authority regarding the processing of your personal data by our company.

(3) If you have any concerns, questions, or complaints about data processing and compliance with data protection requirements, you can of course also contact the contact person at any time. The contact details can be found at the top of this letter.

(4) The controller will take all reasonable steps to ensure the protection of your data in accordance with the General Data Protection Regulation (GDPR) and other laws. The data is secured against unauthorized access. Personal data will be anonymized as soon as possible, unless this conflicts with the legitimate interests of the data subject.

(5) The controller will only process your personal data if you have expressly consented to the processing.

(6) You have the right to withdraw your consent to the processing of your personal data at any time. Withdrawal of consent does not affect the lawfulness of processing based on consent before withdrawal.

Event-specific information

(1) Description and scope of data processing

We process your data so that we can inform you about all relevant points before, during, and after the event.

This includes:

- First and last name → used to create name tags and a list of participants
- Billing address → used to create invoices for the practice facilities
- Photo and video recordings → Photo and video recordings will be made during the event. These are used for internal and external communication.
- Email address → used to contact you

(2) Legal basis for data processing

The legal basis is the declaration of consent in accordance with Art. 6 (1) (a) GDPR.

(3) Disclosure of your personal data

Your personal data will not be disclosed to third parties.

(4) Purpose of data processing

The data will be used for the preparation and follow-up of the anniversary celebration. We also use the data to inform you in case of short-term changes to the event. The photos and videos will be used for internal and external communication and presentation of the university.

(5) Duration of storage

We will delete your data without request after the event. This does not apply to the photos and videos taken during the event. We reserve the right to store these for up to ten years.

(6) Right to object and right to erasure

Consent is voluntary. You can refuse to give your consent without giving reasons and without fearing any disadvantages as a result. You can revoke this consent at any time by email or letter. In the event of revocation, we will no longer process your data and will delete it immediately.