

Information provided according to Art. 13 of the GDPR on data collected in connection with an application for a Fulda University library card for the University and State Library (HLB)

The following information provides you with an overview of how your personal data is processed when you apply for a library card for the HLB Fulda. This information complies with the requirement of Art. 13 of the European General Data Protection Regulation (GDPR). Please also note the data privacy information available on the Fulda University website.

1. Who is responsible for data processing and who can I contact?

The data controller within the meaning of Art. 13 (1) lit. a) of the General Data Protection Regulation (GDPR) is

Hochschule Fulda
University of Applied Sciences
Leipziger Straße 123
36037 Fulda
Tel.: +49 661 9640-0
Fax: +49 661 9640-199

Fulda University of Applied Sciences is a body under public law. Its legal representative is the President.

Email: praesident@hs-fulda.de

2. How can I contact the University's data protection officer?

You can contact our data protection officer at:

Datenschutzbeauftragte*r der Hochschule Fulda
Leipziger Straße 123
36037 Fulda
Tel.: +49 661 9640-1051
E-Mail: datenschutzbeauftragter@hs-fulda.de

3. For what purpose is my data processed?

Your personal data will be collected only to the extent that this is necessary for lending processes, and will not be used for any other purposes unless otherwise specified or permitted by law.

4. What categories of personal data are collected and processed?

According to § 5 of the HLB Library Regulations, the following personal data is collected and processed:

- Family name
- First name(s)
- Gender
- Addresses including main postal address
- Matriculation number (for Fulda University students)
- Date of birth
- Usertype
- Library card number
- Password
- Starting and end date of temporary membership
- Overdue notices according to title with date

- Total amount of overdue fines and charges, loss of library card, replacement purchases, administrative enforcement measures
- Storage of the date of the last loan
- Exclusion from borrowing items and / or exclusion from using the library
- Email address; for members of the University, the university email address
- Telephone number(s) (optional)
- Time of login and time spent on PCs with internet access where library card number and password are used as authentication
- Reservation dates for study carrels and group study rooms.

5. On what legal basis is my data processed?

If we obtain your consent for the processing of personal data, the legal bases for processing your personal data is Article 6 (1) a) GDPR in conjunction with § 5 of the HLB Library Regulations.

6. Who receives my data?

Personal data, and data about loans and fines are used for library purposes only. To monitor the receipt of overdue fines and in the event of enforcement measures due to outstanding obligations, the data will be forwarded to Fulda University's Financial Management department. Unless necessary for enforcement measures due to outstanding obligations, your personal data will not be forwarded to third parties outside the University.

7. How long is my data stored?

Your personal data will be deleted at the latest one year after the library-user relationship ends. You may cancel library membership personally at the HLB Fulda service desk. Personal data is then deleted the day after cancellation. If items are still on loan or debts are still outstanding (e.g. overdue fines), deletion occurs only after the legal retention period or period of limitation has expired.

8. What data protection rights do I have?

The data protection regulation grants you the following rights: right of access (Article 15 GDPR), right to rectification (Article 16 GDPR), right to erasure (Article 17 GDPR), right to restrict processing (Article 18 GDPR), right to object to processing (Article 21 GDPR) and the right to data portability (Article 20 GDPR).

You also have the right to lodge a complaint with the supervisory authority for data protection:

Hessischer Beauftragter für Datenschutz und Informationsfreiheit
 Gustav-Stresemann-Ring 1
 65189 Wiesbaden
 E-Mail: poststelle@datenschutz.hessen.de

9. Do I have to provide or update my personal data?

You may refuse to disclose the requested personal data. In this case, you cannot be issued with a library card.

You are obliged to inform HLB immediately of any changes to your personal data.