

Data Protection Policy to the Acquisition Request for the Heribert Meffert Library

1. Name and address of the responsible controller

The responsible controller as defined in the EU General Data Protection Regulation (GDPR) and other national data protection laws of the EU member states as well as other data protection-related provisions is:

Westfälische Wilhelms-Universität Münster (WWU) / University of Münster (WWU)
represented by its Rector, Prof Dr Johannes Wessels,
Schlossplatz 2, 48149 Münster, Germany
Tel.: + 49 251 83-0
Email: verwaltung@uni-muenster.de

2. Name and address of the data protection officer

The data protection officer appointed by the responsible controller is:

Nina Meyer-Pachur
Schlossplatz 2, 48149 Münster, Germany
Tel.: + 49 251 83-22446
Email: Datenschutz@uni-muenster.de

For any queries you may have please contact:
Heribert Meffert Library
Am Stadtgraben 13-15
48143 Münster
Tel: +49 251 83-22691
Email: mcm-bibliothek@wiwi.uni-muenster.de

3. Data processing in connection to the Acquisition Request for the Heribert Meffert Library

3.1. Scope of data processing

We process the following data in connection to the Acquisition Request for the Heribert Meffert Library:

- (1) First and last name
- (2) Email address

3.2. Purpose of processing

The personal data listed above is processed in order to carry out the Acquisition Request for the Heribert Meffert Library.

The personal data mentioned above will be used to inform you about the acquisition/ the availability of the media in case they will be purchased.

3.3. Duration of storage of personal data

Any personal data collected in connection to the Acquisition Request for the Heribert Meffert Library is erased one year after submission.

If processing is permitted on the basis of your consent, your personal data is only stored until you revoke your consent, except in cases where processing is governed by a different legal basis.

3.4. Legal basis for processing personal data

If we request your consent to process your personal data, Art. 6 (1 a) of the EU General Data Protection Regulation (GDPR) serves as the legal basis for processing this data.

3.5. Further recipients of your personal data

Your personal data shall not be forwarded to any further recipients at or outside the University of Münster.

4. Your rights as a data subject

4.1. Right to rectification and erasure of personal data

You have the right to have inaccurate personal data rectified by the controller without undue delay. You have the right to have your personal data erased by the controller without undue delay as soon as the purpose of storage is no longer necessary. In cases where data processing is performed on the basis of your consent, the right to erasure exists if you withdraw your consent and no other legal grounds exist for processing the data.

Your personal data must be erased if you object to the processing in accordance with Art. 21 (1) GDPR and there are no overriding legitimate grounds for the processing, or if your personal data has been unlawfully processed, or if your personal data must be erased in order to comply with a legal requirement mandated by a EU or member state law, to which the University of Münster is subject.

The right to erasure as put forth in the cases stated above does not apply, however, if it would hinder compliance with a legal obligation which requires processing by European Union or member state law, to which the University of Münster is subject, or for the performance of a task carried out in the public interest or in the exercise of official authority vested in the University of Münster, or if extended storage is necessary for the establishment, exercise or defence of legal claims.

4.2. Right to withdrawal

If permission to process personal data is granted by your consent, you may withdraw your consent at any time. All processing of personal data performed prior to withdrawal remains lawful irrespective of withdrawal.

4.3. Right to information

You have the right to obtain confirmation from the University of Münster whether it is processing any personal data related to you. If such is the case, you have a right to information regarding the type of personal data and the purpose for which it is being processed. You also have the right to obtain information on the duration of the planned storage of the data, or on the criteria for determining how long the data is to be stored.

4.4. Right to raise an objection with the supervisory authority

You also have the right to raise an objection with the supervisory authority. The responsible supervisory authority is: Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen, Postfach 20 04 44, 40102 Düsseldorf, Germany, tel.: +49 211 38424-0, email: poststelle@ldi.nrw.de.