

# Information on data privacy

pursuant to the information to be provided where  
personal data are to be collected (Art. 13 and Art. 14 GDPR)

## 1. Description of processing activities

### **Personal data from library use**

## 2. Name and contact details of the controller

Deggendorf Institute of Technology is a public entity. It is represented by its  
President, Prof. Waldemar Berg.

Deggendorf Institute of Technology  
Dieter-Görlitz-Platz 1  
94469 Deggendorf  
Germany

## 3. Contact details of data protection officer

Data protection officer at the Institute of Technology:

Prof. Dr. Sascha Kreiskott  
Deggendorf Institute of Technology  
European Campus Rottal-Inn  
Max-Breiherr-Straße 32  
84347 Pfarrkirchen  
Germany  
E-mail: [datenschutz@th-deg.de](mailto:datenschutz@th-deg.de)

## 4. Purposes and lawful bases for processing

### 4a) Processing purposes:

Borrowing and returning processes, log self-service-machine, BiblioGate Tracker

Interlibrary loan: active and passive interlibrary loan, billing, statistics, SFX-Service

Dunning: payment of fees, address verification, replacement procurement, dunning procedure, management of payments and outstanding balances

Management of lockers

Handling of training measures

Compliance/quality management

Research into missing/incorrect data

Provision of web applications and online services

### 4b) Lawful bases for processing

On the basis of the General Regulations on the Use of Bavarian State Libraries (Section 3 ABOB), the Bavarian State Libraries are entitled to collect and process personal data insofar as this is necessary for the legitimate performance of their tasks.

## 5. Recipients or categories of recipients of personal data

Your personal data will be forwarded to the following bodies, provided that such forwarding be required:

Internal bodies:

- Library
- Finance department
- Centre for studies
- Faculties
- Compliance management
- University administration
- Head of library

External bodies:

- Staatsoberkasse
- Bayerische Staatsbibliothek
- KDV-FH Regensburg

## 6. Transfer of personal data to a third country

No data shall be transferred to a third country.

## 7. Duration of personal data storage

- Data of inactive users after 3000 calendar days
- User applications in hard copy form: permanent
- Lists of names after processing or at the beginning of each semester
- Usage/history data in the lending client: after media items have been returned
- Billing information after 1 years
- Communication data after completion of the process
- Statistical data via the BiblioGate tracker: monthly
- System-generated log data according to given preservation obligations

## 8. Rights of data subject

In accordance with the General Data Protection Regulations, you have the following rights:

Should your personal data be subject to processing, you have the right to obtain information about what data concerning you have been stored (Art. 15 GDPR).

Should the personal data be incorrect, you have the right to have such data rectified (Art. 16 GDPR).

Where the legal conditions are fulfilled, you may require that the processed data be erased or their use restricted, and you are entitled to revoke your consent to your data being processed (Art. 17, 18 and 21 GDPR).

Should you have consented to your data being processed or should a contract permitting the processing of your data exist and the data be processed using automated processes, you may have the right, where applicable, to have the data transmitted to another controller (data portability) (Art. 20 GDPR).

In the event that you seek to avail of your aforementioned rights, the public body will verify if the legal conditions for doing so have been met.

You also have a right to lodge a complaint with the

Bavarian Data Protection Authority  
Bayerischen Landesbeauftragten für den Datenschutz  
Wagmüllerstrasse 18  
80538 Munich  
Germany  
Tel. 089 212672-0  
Fax 089 212672-50  
E-Mail: [poststelle@datenschutz-bayern.de](mailto:poststelle@datenschutz-bayern.de)

## 9. Right to revoke consent

If you have consented to the Institute of Technology processing your personal data, you may revoke your consent at any time with future effect. The lawfulness of your consent to have your personal data processed until such time as your revocation is received shall not be affected.

## 10. Duty to provide data

You are not obliged to furnish any personal data. Your data will be collected subject to your voluntary consent.

Notwithstanding this, your personal data will be required in order to process your application concerning library. Should you not volunteer any of the required data, your application will not be processed.

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