

Data protection for Social Counseling at the General Students' Committee (AStA) at TU Berlin

With this document, we aim to inform you of which data we process and what happens to your data when you use our counseling service, pursuant to Article 13 of the General Data Protection Regulation (GDPR).

The following body is responsible for processing data within the meaning of the GDPR:

Allgemeiner Studierendenausschuss der Technischen Universität Berlin
General Students' Committee of TU Berlin
(AStA TU)
Straße des 17 Juni 135
10623 Berlin
Tel.: +49 (0)30-25683
Email: buero@asta.tu-berlin.de

If you have any questions regarding the processing of your data, you can contact our data protection officer by email:

datenschutz@asta.tu-berlin.de

When scheduling an appointment for a video consultation, we collect the following data:

- Email address

TU Berlin AStA is required to collect this data:

- (a) to ensure appointments are properly booked,
- (b) to be able to contact you in general, as well as if you or we are running late,
- (c) to provide you with further information directly related to the consultation.

When communicating via email, we store your emails for up to one year. This is necessary in order to support you in longer counseling cases.

In exceptional cases – for instance if we support and advise you through a long-term legal dispute – this storage period will only be exceeded after consulting with you.

TU Berlin AStA processes your data on the legal basis of Article 6 (1) (b) GDPR and Article 6 (1) (c) GDPR. We do not share your data with third parties.

In general, your personal data will be deleted when we no longer need it to fulfill the purpose of the processing.

According to the GDPR, you generally have the following rights as data subjects:

Right of access (GDPR Art. 15)

You have the right to ask us whether we are processing your personal data. If this is the case, you are also entitled to information about the processed data.

Right to rectification, erasure, restriction and blocking of data (GDPR Art. 16, 17, 18)

You have the option of having your personal data corrected, deleted, restricted or blocked.

Notification obligation regarding the rectification or erasure of personal data or the restriction of processing (GDPR Art. 19)

We will inform you if we correct, delete or restrict your data, unless this is not possible or disproportionately costly.

Right to data portability (GDPR Art. 20)

We will provide you with the data we have stored in a written format if you request it and we will transfer the data if you so choose.

Right to object (GDPR Art. 21)

You have the right to object to the lawful processing of data. Please note that if a payment has been ordered or processed, we must retain your data in accordance with statutory retention periods, as described above.

You can also file a complaint with your chosen state or federal office for data protection and freedom of information at any time. In Berlin, the Berlin Commissioner for Data Protection and Freedom of Information, (Friedrichstr. 219, 10969 Berlin) is responsible for such complaints. However, if you are having problems or have a complaint, we suggest you contact our data protection officer first.