



Information on data privacy and the use of your data by the Career & Alumni Service of the Berlin Professional School

Please read the following information before you apply to the Alumni Programme.

The Berlin Professional School (BPS) of the Berlin School of Economics and Law (HWR Berlin) takes your data privacy very seriously and aligns itself on the subject of data protection with the General Data Protection Regulation (GDPR), which is applicable throughout the EU.

It is explained below why the HWR Berlin collects your data through the Career & Alumni Service and for which purposes the data is used.

General information | Data protection officer

The data controller for the data processing through the Career & Alumni Service of the BPS is the Berlin School of Economics and Law (HWR Berlin). The following contact options are available:

Contact

HWR Berlin / Berlin Professional School
Badensche Straße 52
10825 Berlin

The HWR Berlin is happy to answer your questions on data privacy. Send us an email to bps-career@hwr-berlin.de

HWR Berlin's data protection officer

HWR Berlin
Prof. Dr. Hartmut Aden
Badensche Str. 50/51
10825 Berlin
hartmut.aden@hwr-berlin.de

Alumni directory

The alumni directory is a data processing program that is not publicly accessible. Registration in the alumni network of the BPS is **voluntary and free of charge**, and is carried out by means of specific registration forms that are available from the Career & Alumni Service of the BPS.

Data storage and access

During the registration process, the alumni are prompted to give their consent to the storage of data. The data is transferred into the alumni directory only if this consent is given. Only the employees of the Career & Alumni Service of the BPS have access to the alumni directory and maintain it.

Disclosure of data

The disclosure of alumni data to third parties is expressly prohibited. In enquiries from third parties, contact is exclusively through the Alumni & Career Service, and contact with the enquiring third party will be established only after consent has been given by the party involved.

Data processing

The alumni directory contains fields for the following personal data, which is taken from various registration forms as a source. It should be noted that the same data consistency does not apply to all alumni, since information for all points must not always be given by all alumni.

- Honorific (Ms/Mr)
- Academic title
- First name (mandatory field)
- Last name (mandatory field)
- Email (mandatory field)
- Study / Training programme (mandatory field)
- Year of graduation (mandatory field)
- Date of registration (mandatory field)

Additions:

The Career & Alumni Service requests information as to whether the alumni have an interest in active engagement at the BPS. This is used solely for the purposes of being able to specifically and expediently address those alumni who want to get involved.

The professional expertise of our alumni is very valuable to the students. For this reason, we make every effort to establish and promote contact between the alumni and the students. In this context, it is interesting for the Career & Alumni Service of the BPS to learn which professional positions our alumni occupy. For this reason, the Career & Alumni Service also establishes contact with alumni through Xing and LinkedIn. To facilitate this, the Career & Alumni Service

actively searches for BPS alumni (or alumni of the preceding institutions) on Xing and LinkedIn and invites them to join Xing or LinkedIn alumni groups of the BPS (BPS Community). Non-participation on Xing or LinkedIn has no influence on participation in the alumni network.

Data management/data update

We would like to explicitly point out that we are legally obliged to store data correctly and to correct incorrect data. Likewise, publicly accessible data in the database can be supplemented or existing data thus corrected.

Updating data is possible through direct contact with the Career & Alumni Service at bps-career@hwr-berlin.de

Use of alumni data

The data saved in the database is earmarked for

- contact with the alumni by the BPS and HWR Berlin
- the purposes of invitation to events of the BPS and HWR Berlin
- contact for the purposes of collaboration on alumni-relevant topics
- the purposes of passing on job opportunities and career-relevant information

Duration of storage of alumni data in the database

The personal data is stored in the alumni directory until revocation by the alumni.

Right to revocation

The alumni have the right to demand the deletion of their data at any time. To this end, we ask for the appropriate notification to the Career & Alumni Service of the BPS by email (bps-career@hwr-berlin.de).

Right to information

The Career & Alumni Service will provide every alumn with complete information on the data saved about him/her in the alumni directory, at any time. The provision of this data requires explicit identification of the applicant. Without prior verification as to whether the applicant actually is the alumn in question, the Alumni Programme will refuse to provide this data in the interests of all alumni in the database.

Do you have any further questions?

Please contact the Career & Alumni Service:

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Career & Alumni Service
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