Data Protection Policy
University Library of RWTH Aachen University

(1) The data controller for data processing in the sense of the EU General Data Protection Regulation (GDPR) and other national data protection laws of the member states in addition to other data protection regulations is:

Rektor der RWTH Aachen Templergraben 55
52062 Aachen (street address)
52056 Aachen (postal address)
Phone: +49 241 80 1
Fax: +49 241 80 92312
E-mail: rektorat@rwth-aachen.de Website: www.rwth-aachen.de/rektorat

(2) Availability of the officially appointed Data Protection Officer:

Data Protection Officer of
RWTH Aachen University
Templergraben 55
52062 Aachen (street address)
52056 Aachen (postal address) Germany
Phone: +49 241 80 93665
Fax: +49 241 80 92678
E-mail: dsb@rwth-aachen.de
Website: www.rwth-aachen.de/datenschutz

(3) The library processes personal data for the purposes mentioned below, thereby using data from the Identity Management of RWTH Aachen University made available to it by the IT Center in the case of students and employees of RWTH Aachen University. The following data in total is processed:

a) Master data for identification, authentication and authorization, and for correspondence from or with users: first name, last name, e-mail address, date of birth, gender (form of address), address (optional information), RWTH matriculation number, RWTH personnel number, library user number, user number from the Identity Management of RWTH Aachen University, faculty membership, date and place of admission, password of user account (library account),

b) Transaction data for processing loan transactions and payment transactions: user status, date of last borrowing activity, date and reason for blocks on borrowing and book-related borrowing dates, ends of loan periods, dates of loan period extensions, return dates, pre-bookings and reservations with relevant dates, dates of origin and amounts of charges, reimbursements and outlays,

c) furthermore in writing on paper or electronically in text form: evidence in the case of fee waivers (e.g. medical certificate), invoice receipts and correspondence in the context of instalment payment agreements, loss notifications, fee waivers, service notices, reminder procedures and rejections and general feedback from users,

d) as well as IP addresses when our digital services such as the online library catalog are used.

(4) The legal bases for the processing of personal data are:

a) The data subject has given consent in accordance with Art. 6(1)(1)(a) GDPR to the processing of his or her personal data for the above-mentioned purposes.

b) Personal data may furthermore be processed pursuant to Art. 6(1)(1)(b) GDPR if this is necessary for the performance of a contract to which the data subject is party; this also applies to the implementation of pre-contractual measures which are carried out at the request of the data subject.
c) Personal data may also be processed pursuant to Art. 6(1)(e) of the GDPR if this is necessary for the performance of tasks carried out in the public interest or in the exercise of official authority.

(5) Disclosure of personal data to third parties

a) does not as a rule take place unless
b) transfer to third parties is necessary for the fulfilment of the purpose of its processing and the data subject has consented to this, or for the fulfilment of a contract to which the data subject is a party, especially e.g. in the context of German and international loan transactions pursuant to Section 14 of the Regulations for Use for the University Library of the Rhenish-Westphalian Technical University of Aachen (RWTH Aachen University),
c) transfer is necessary for important reasons of public interest or for the establishment, exercise or defence of legal claims.

(6) In accordance with Art. 5(1)(e) GDPR, personal data is only stored for as long

a) as is necessary for the purpose for which it is processed,
b) in the case of master data, until the termination of the user relationship pursuant to Section 4 of the Regulations for Use for the University Library of RWTH Aachen University providing there are no longer any outstanding items pursuant to Section 4(2) of these regulations,
c) in the case of files and documents in the sense of the Richtlinie zur Aufbewahrung, Aussonderung, Archivierung und Vernichtung von Akten und Unterlagen der RWTH Aachen (Regulation on the Retention, Separation, Archiving and Destruction of Files and Documents of RWTH Aachen University) in the relevant applicable version of the Regulation for up to 10 years and then separated, i.e. either destroyed as prescribed by the Regulation or offered to the University Archives for archiving in accordance with Section 10 of the NRW Data Protection Act,
d) data may furthermore be stored if this has been provided for by the European or national legislator in EU ordinances, laws or other regulations to which the controller is subject.

(7) The data subject has the following rights when data is processed:

a) the right in accordance with Art. 7(3) GDPR to withdraw his or her consent pursuant to Art. 6(1)(a) GDPR at any time. Withdrawal of consent shall not affect the lawfulness of processing carried out on the basis of consent before its withdrawal;
b) the right to obtain information about the data stored concerning him or her, Art. 15 GDPR.
c) If inaccurate personal data is being processed, the data subject has the right to rectification of this data, Art. 16 GDPR.
d) If the legal requirements are met, erasure or restriction of processing may be requested and objection to processing may be lodged, Art. 17, 18, 21 GDPR.
e) If the data subject has given consent to the processing of data or a contract on data processing exists and the data processing is carried out by automated means, the data subject has the right to data portability, Art. 20 GDPR.
f) Data subjects have moreover the right to lodge a complaint with the relevant supervisory authority. The supervisory authority responsible for RWTH Aachen University is the Landesbeauftragte für Datenschutz und Informationsfreiheit (NRW) (State Commissioner for Data Protection and Freedom of Information (NRW)), Postfach 20 04 44, 40102 Düsseldorf, e-mail: poststelle@lsi.nrw.de (Art. 77 GDPR).

The University Library