

Privacy Policy and Terms of Service for TH Köln's Online Application Platform

TH Köln is committed to protecting your personal data. This privacy policy discloses how TH Köln uses the application and personal data which you enter into TH Köln's database while visiting our online application platform. This document will also provide important information regarding the terms of service of our online application platform.

1. Responsible Agency

In terms of data protection the information in this document concerns the collection, processing and use ("use") of your personal data ("data") when using our online application platform. The responsible agency as defined by statutory regulations is TH Köln, Postfach 101343, 50453 Cologne/Germany. Should you have any questions or remarks on this privacy policy or data protection at TH Köln in general, please contact our data protection supervisor (walter.keens@th-koeln.de).

2. Purpose of the Collection, Processing and Use of Data

You hereby acknowledge that all data you enter may be collected, processed and used by TH Köln for the purpose of storing and assessing your application as well for the purpose of contacting you.

3. Storage of Data

Your data is stored in TH Köln's server system in Germany.

4. Access to Data

Only persons charged with the allocation of study places at TH Köln have access to the stored data.

If you have applied to a program with restricted admission which is coordinated by the *Stiftung für Hochschulzulassung* (Trust for admission to higher education, hochschulstart.de) your application data is forwarded to the *Stiftung für Hochschulzulassung*. Prior registration with hochschulstart.de is required for such an application. The data protection regulations of the *Stiftung für Hochschulzulassung* are available in the data protection section of the external website www.hochschulstart.de - please take note of the liability disclaimer (in German).

In case you are not admitted to the program you applied for, your data will be deleted after the respective retention periods have expired (1 year after the technical conclusion of the admissions process, if an admission or offer of admission has been deferred due to military/social service up to 5 years). You will not receive separate notice when your data is deleted.

Should you be admitted, the stored data will be used for enrollment and administrative purposes.

5. Retrieval, Management and Deletion of Data

You have the right to access your data that is stored with TH Köln upon request, free of charge. Additionally, you have the right to request the deletion or blocking of your data at any time. If you do so, your data stored with us will be deleted or blocked for further use and deleted once the respective retention period has expired. You also have the right to have incorrect data amended at any time.

6. Data Security

In accordance with legal provisions, we take all necessary technical and administrative precautions to protect your personal data from loss, misuse and unauthorized access.

7. Refusal of Consent

Please be advised that your application can unfortunately not be considered in the admissions process if you do not consent to the matters set out in this privacy policy.

8. Disclaimer

I am aware that my consent is a prerequisite for the intended collection, processing and use of my data and that I may withdraw my consent at any time, with effect for the future, entailing the consequences described under item 7.