

Privacy policy and terms of service for TH Köln's campus management system CaMS (Status: November 2025)

This is a translation of the privacy policy and terms of service for TH Köln's online application platform. For all legal purposes, only the German version is considered binding.

Contents

I	Introduction	2
II	Responsible body for data processing.....	2
III	Purpose of collection, processing and use of data.....	2
IV	Data storage and data security.....	2
V	Data subject rights.....	2
VI	The following data protection notes apply to online applications at TH Köln.....	3
1.1	Purpose	3
1.2	Types and categories of data.....	3
1.3	Origin of the data.....	3
1.4	Legal bases.....	4
1.5	Access to your data provided during the application process.....	4
1.6	Revocation	4
1.7	Deletion	5
VII	If you are enrolled at TH Köln, the following data processing notes apply for CaMS	5
1.1	Purpose	5
1.2	Types and categories of data.....	5
1.3	Access and transfer of your data within the framework of study and examination organization	6
1.4	Legal bases	7
1.5	Deletion	7

I Introduction

TH Köln places great importance on the protection of personal data. The following notes provide you with information about how TH Köln processes your personal data in the Campus Management System (CaMS).

II Responsible body for data processing

Technische Hochschule Köln – University of Applied Sciences (TH Köln)
represented by the President
Claudiusstraße 1
50678 Cologne
Email: praesidium@th-koeln.de

If you have questions about data protection, you can contact our data protection officers at datenschutzbeauftragter@th-koeln.de.

For questions about the campus management system (CaMS), please contact the responsible student office for you; see www.th-koeln.de/studienbueros

III Purpose of collection, processing and use of data

Hereby you acknowledge that all data you enter may and must be collected, processed and used in accordance with § 17 of the TH Köln Enrollment Regulations for the purpose of storing and evaluating the application, managing studies and examinations as well as contacting you.

IV Data storage and data security

Your data is stored on the server system of TH Köln located within Germany. In accordance with legal requirements, we take all necessary technical and organizational security measures to protect your personal data against loss, misuse, and unauthorized access.

V Data subject rights

You have the right to inspect your data stored by TH Köln in CaMS free of charge upon request.

- As an applicant, in the application portal under Application in the section "Personal Information", you can view the data control sheet related to your stored data and documents.
- As a student, in the student portal under Student Services and then under Notices/Certificates Study Application in "Personal Information," you can view the data control sheet related to your stored data and documents.

You generally have the right at any time to request the blocking or deletion of your data. In this case, your stored data will be deleted or initially blocked from further use and deleted after the required retention period. Furthermore, you have the right at any time to have incorrect data corrected.

You also have the right to lodge a complaint with a supervisory authority. You can contact the supervisory authority Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen. The address and contact details are available at www.ldi.nrw.de.

VI The following data protection notes apply to online applications at TH Köln

1.1 Purpose

As part of using the application portal, personal data is processed that is necessary for the conduct and administration of the application procedure. The provision of certain personal data is necessary to process an application. Without providing this data, participation in the application procedure is not possible.

1.2 Types and categories of data

The following categories of personal data may be processed in the application portal:

Data category	Used data types	Purpose
Master Data	e.g., name, first name, date of birth, gender, nationality, contact details (address, phone number, email)	Creation and maintenance of the application account, communication with the university
Application-Related Data	e.g., desired degree program, applicant number, application status	Execution of admission and enrollment procedures
Proof Data	e.g., school, university or training certificates, language certificates, identity documents (e.g. ID documents), motivation letters, internship certificates, letters of recommendation	Verification of admission requirements
Communication Data	Messages and correspondence sent via the portal as well as log data on portal usage (date, time, actions in portal)	Secure and traceable communication between applicants and university, support and notifications
Special Categories of Personal Data (Art. 9 GDPR)	If required, special categories of personal data may be processed (e.g., health data)	Granting compensations for disadvantages and hardship cases

Further details can be taken from § 17 of the Enrollment Regulations of TH Köln (Data collection, processing and transmission).

1.3 Origin of the data

Personal data generally comes directly from the applicants who provide them themselves during registration and application. Additionally, data may be taken from official registers or authorized bodies if legally permitted and necessary for the application process.

1.4 Legal bases

Data subject	Data	Data flow	Purpose	Legal basis
Applicant Data	According to TH Köln Enrollment Regulations	Input by applicant	Execution of admission and enrollment	Art. 6 (1)(a) GDPR
Applicant Data	According to TH Köln Enrollment Regulations	Interface with Hochschulstart.de for restricted admission programs	Execution of admission and enrollment	Art. 6 (1)(a) GDPR
Exchange Students (Incomings)	Name, date of birth, gender, email address	HISinOne (CaMS) receives data from Mobility Online	Enrollment of exchange and double degree students	Art. 6 (1)(b) GDPR
Exchange Students (Incomings)	Matriculation number, person ID	HISinOne (CaMS) sends data to Mobility Online	Organization of study abroad at TH Köln; specific documents e.g. Erasmus program	Art. 6 (1)(c) in conjunction with § 3 (6) HG NRW and § 63 (a) HG NRW
International Applicants	University entrance qualification, personal ID, certificates of internships or aptitude tests (if required), proof of language skills (if required)	Via uni-assist interface to HISinOne (CaMS)	Verified application for study at TH Köln is entered into CaMS system	Art. 6 (1)(a) GDPR

1.5 Access to your data provided during the application process

Access to the stored data is granted only to persons responsible for the allocation of study places within TH Köln.

Your application data will be transmitted to Stiftung für Hochschulzulassung (Hochschulstart.de) if the application relates to a restricted admission program coordinated by Hochschulstart.de. Prerequisite for such an application is registration at hochschulstart.de. The privacy policy of Stiftung für Hochschulzulassung can be found on the external website www.hochschulstart.de under the link "Datenschutz." Please note the liability notice there.

1.6 Revocation

Consent to the processing of personal data for the purpose of applying for study at TH Köln can be revoked at any time with future effect.

Consent is the prerequisite for the intended collection, processing or use of data for the application process. Please note that an application cannot be considered without consent.

1.7 Deletion

In the event of non-admission, your data will be deleted after the expiration of necessary retention periods.

An application procedure is considered completed when no further legal action is expected. Following § 58 (2) VwGO, which provides for a one-year period for legal remedies, application documents will be retained for one year. This period begins at the end of the year in which the notification, confirmation, acceptance or rejection was issued. For example, the one-year retention period for an application received on 01.04.2025 ends on 31.12.2026.

If you are admitted and enrolled, your stored data will be transferred for the purpose of enrollment and later student administration as per the data protection notice for the student portal. Files and attachments uploaded to the application portal during enrollment will not be transferred to the student portal and will be deleted after the stated period.

VII If you are enrolled at TH Köln, the following data processing notes apply for CaMS

1.1 Purpose

Within the use of the student portal CaMS, personal data is processed that is necessary for organizing and managing student status, examination administration, and for meeting legal and organizational obligations. Processing is carried out exclusively for the purposes named in these privacy and usage notices and based on applicable data protection regulations.

1.2 Types and categories of data

Data category	Used data types	Purpose
Master Data	e.g., name, first name, date of birth, gender, nationality, contact details (address, phone, email), health insurance data, matriculation number	Creation and maintenance of student account, communication with university, fulfilment of statutory reporting requirements (health insurance)
Study-Related Data	e.g., degree program, enrollment status, semester status, intended degree, study progression	Execution of enrollment process, study organization, administration of student status
Examination-Related Data	e.g., exam registrations, exam admissions, exam performances, grades, exam attempts, exam results, certificates	Execution, documentation and administration of exams, creating performance records and certificates, proof of completed study and exam achievements
Proof Data	e.g., school, university or training certificates, language certificates, identity verification (e.g. ID documents), internship certificates	Verification of enrollment requirements, monitoring study progression, handling individually submitted applications

Data category	Used data types	Purpose
Communication Data	Portal messages, session log data, status messages, internal communications	Secure and traceable communication between students and university, legally compliant exam organization
Financial and Contribution Data	Semester fees, payment status, bank details	Contribution management, proof of payment obligation and fulfillment, processing enrollments and re-registrations
Special Categories of Personal Data	Data on health or disability insofar as necessary for granting compensations or special support measures	Review and handling of individual applications, legally compliant documentation of special exam conditions

Further details can be found in § 17 of the TH Köln Enrollment Regulations (data collection, processing and transmission).

Personal data generally comes directly from the applicants who enter it during registration and application. Furthermore, data may be sourced from official registers or authorized bodies if legally permitted and necessary for the application process.

1.3 Access and transfer of your data within the framework of study and examination organization

Access to stored data is granted only to persons responsible for student and examination administration within TH Köln.

For proper verification and administration of student health insurance, universities are obliged to report name, health insurance number, date of birth, and certain study progression events to health insurance providers. This particularly includes:

- start of studies and enrollment date,
- end of studies, i.e., the end of the semester in which or at the end of which disenrollment occurs,
- end of the semester immediately preceding the start of doctoral studies.

These reports are made with the following notification reasons:

- 20 – Start of studies
- 30 – End of studies

Within the cooperation agreement between the General Student Committee (AStA) at TH Köln and Cologne Transport Company (KVB) for provision of the semester ticket for students, the following personal master data is collected and forwarded by TH Köln: Student ID number, first name, last name, date of birth, semester period, next semester period, postal code.

1.4 Legal bases

Data subject	Data types	Data flow	Purpose	Legal basis
Students	Matriculation number, name, first name, date of birth, semester period, postal code of fee-paying students	From HISinOne (CaMS) via interface to Digital H GmbH	Provision of semester ticket	Art. 6 (1)(b) in conjunction with §§ 1 (4), 3 of the contract between TH Köln and KVB
Students	Insurance status, name, address, date of birth, health insurance number	Statutory health insurance providers transmit data to students who upload proof in HISinOne (CaMS)	Ensuring health insurance coverage	Art. 6 (1)(c) GDPR in conjunction with SGB V § 199a
Students	Matriculation number, name, first name, date of birth, semester period, postal code	Nextbike GmbH	Authorization for use of rental bikes	TH Köln Enrollment Regulations

1.5 Deletion

At the end of studies, all data and documents submitted by you in connection with study-related applications will be deleted by the university.

The following data is retained:

Data category	Retention period	Notes
Certificates of academic achievements and internships	5 years	–
Final theses	5 years	Legal basis: Revocation of degree conferral § 48, paragraphs 1 and 3, Administrative Procedure Act for NRW (VwVfG NRW)
Written exam papers (exams, term papers, seminar papers, exam notes, models, artistic works)	5 years	Legal basis: § 17 (5) TH Köln Enrollment Regulations dated 09.02.2023 (Official Announcement No. 08/2023)
Student files/student data	50 years	Legal basis: § 17 (6) TH Köln Enrollment Regulations dated 09.02.2023 (Official Announcement No. 08/2023); necessary for service purposes, e.g., pension inquiries