

# Data Protection Statement

## INFORMATION ON PROCESSING OF PERSONA DATA

INTERLOCALITY

June 2023

Information to the participants in accordance with the EU General Data Protection Regulation (2016/679) articles 13-14.

### 1. Data Controller

Sarah Schönfelder

### 2. Contact persons

Anna Hölscher

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Sarah Schönfelder

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### 3. Description of the project and the purpose of the processing of personal data

The Erasmus+ project INTERLOCALITY – Increased Local Employability of International Degree Students <https://www.interlocality.eu/>, aims to support international students' employment and work life integration in the host country. FH Münster is one of the partners of the project, and is developing an International Talent Journey (ITJ) for our international degree students.

During the project, we aim to explore how career support tailored to international students for the host country labour market could serve the integration into the local job market. The ITJ consists of a set of career support elements and activities from which students can choose those that suit them the best. It also includes an initial and a final assessment, further explained below. At the end of a fully completed ITJ, the student receives a certificate stating so.

The ITJ starts with an initial assessment in the form of a self-reflective survey on your current situation and experience, as well as your needs for and expectations of career support provided by FH Münster during your studies. You will then be asked to choose a number of career support elements and activities to participate. The pilot ITJ will end with a final assessment in the form of an interview with a career guidance counsellor at FH Münster, where you have the opportunity to discuss and reflect on your initial assessment and your experiences with the ITJ.

The data you would provide us with, is essential for the development of the ITJ in your studies.

#### **4. Legal basis for processing personal data**

Participants consent

#### **5. Categories of personal data and the duration of storage**

The categories of personal data we will collect from the pilot participants are:

- Name
- Legal sex
- Country of birth
- Year of birth
- Nationality
- Phone number
- E-mail address
- Education and training
- Work experience
- Trade union membership
- Skills and competences
- Attitudes, attributes, and values
- Career goals
- Degree programme at FH Münster

The raw data will be stored on FH Münster's internal server until the end of February 2025. The analysed and pseudonymised data will be stored on FH Münster's internal server and shared with INTERLOCALITY project partners in MS Teams until the end of February 2025. The analysed data will be used to develop the ITJ further, and reported to the INTERLOCALITY project group and funder (Erasmus+), as well as external communication about the project findings. The analysed data from the pilots might later also be used to develop the services at FH Münster and to communicate about the project findings. All results will be published in such a way that an individual respondent cannot be identified.

#### **6. Data sources**

We will collect the data directly from the respondents in the initial assessment survey and during the final assessment interview.

## **7. Disclosure of personal data**

Personal data are only disclosed to the contact persons (or their substitutes) named in section 2 of this document, and to the career counsellors at FH Münster.

Personal data is not transferred outside the EU and the EES.

## **8. Principles for the protection of personal data**

The personal data will be handled only by the FH Münster's project members and career guidance counsellors. The pseudonymised data will only be handled by the career guidance counsellors of FH Münster and the international project group members. The raw data will be stored on FH Münster's internal server and the analysed and pseudonymised data will be stored on FH Münster's internal server and shared with INTERLOCALITY project partners in MS Teams.

## **9. Automated decision-making**

No automated decisions are made.

## **10. The participant's rights**

The participant has the following rights:

- right to obtain information about the processing of personal data
- right of access to the data
- right to rectification of the data
- right to erasure of the data
- right to withdraw his/her consent
- right to restriction of processing of the data
- right to data portability
- right to allow automated decision-making (including profiling) with his/her specific consent
- right to file a complaint with the Office of the Data Protection Ombudsman, if he/she is of the opinion that data protection legislation in force at the time of processing the personal data has not been complied with.

The participant can exercise his/her rights by contacting the contact person(s) named in section 2.