

Privacy Policy

Last updated: 2025-12-10

We value your privacy. This Privacy Policy explains how we collect, store, and process personal data when you use our application platform for master study programs.

1. Data Controller

The data controller responsible for the processing of your personal data is:

Prof. Dr. Alexander Hartmaier
Ruhr-Universität Bochum
ICAMS
Universitätsstraße 150
44801 Bochum
E-Mail: mss@icams.rub.de

Contact details of the data protection officer (Art. 13(1)(b) GDPR)

Dr. Kai-Uwe Loser
Ruhr-Universität Bochum
Gebäude IB, Ebene 1, Raum 68
Universitätsstraße 150
44801 Bochum

E-Mail: dsb@rub.de
Website: <https://dsb.rub.de/>

2. Personal Data We Collect

As part of our application platform for student master programs, we collect and process the personal data you provide during the application process. This includes general identification data, contact details, educational background information, application-related documents, and any other personal information you voluntarily submit through our online forms or file uploads.

- This may include, but is not limited to: Information that identifies you personally
- Contact and demographic information
- Academic, professional, and educational background data

- Documents and files submitted as part of your application (e.g., CVs, motivation letters, certificates, transcripts)
- Any additional personal data you voluntarily provide as part of your application

We only collect data necessary to process, evaluate, and manage your application and to fulfill legal, academic, and administrative requirements.

3. Purpose of Processing

We process your personal data for the following purposes:

- Managing and evaluating your application
- Verifying your identity and academic qualifications
- Communicating with you regarding your application
- Administrative, academic, and organizational processing
- Ensuring platform functionality and improving user experience
- Fulfilling legal obligations

Your data will never be sold or shared with unauthorized third parties.

4. Storage and Retention

We store your personal data securely on our servers. Data is kept only as long as necessary to process your application or as required by retention regulations for academic or administrative purposes.

We implement appropriate technical and organizational measures to protect your data against unauthorized access, loss, misuse, or disclosure.

5. Data Sharing

We share data only when necessary, including:

- With authorized staff responsible for application processing
- When legally required
- To protect our rights or prevent misuse of our systems

All partners and staff involved are bound by confidentiality and GDPR compliance.

6. Necessity of Information (Art. 13, para. 2, letter e GDPR)

If the required information is not provided, enrollment cannot take place in accordance with legal requirements.

7. Your Rights

Under the GDPR, you have the following rights:

- Right of access — obtain a copy of your personal data
- Right to rectification — correct inaccurate or incomplete data
- Right to erasure — request deletion of your data
- Right to restrict processing
- Right to data portability
- Right to withdraw consent at any time

8. Consent

By submitting your data and documents through our application platform, you consent to their storage and processing as described in this Privacy Policy.

9. Changes to This Policy

We may update this Privacy Policy as needed. The most recent version will always be available on this page.