

Information Sheet on Data Security and Data Protection at the Social Counselling department of psb

In order to ensure qualitative work at the Social Counselling department and the ability to provide ongoing counselling, as well as to continuously improve our counselling services, psb collects and stores data at the Social Counselling department in Osnabrück. This data includes, in particular, contact details, sex, the name of the higher education institution and the degree programme, the status of students or prospective students, as well as the categorised content of counselling. Progress made in counselling cases is documented under a pseudonym.

In the process, we naturally comply with the current data protection provisions set out in the Lower Saxony Data Protection Act (NDSG) and the EU General Data Protection Regulation (EU GDPR).

The legal basis for the processing of data is your freely given consent in accordance with Article 6(1)(a) EU GDPR, and additionally Article 5(2) EU GDPR for compliance with accountability relating to the protection of personal data.

Only psb staff have access to your data. After 5 years, personal data is rendered anonymous and used for statistical purposes only. The documentation of discussions at the Social Counselling department is stored for ten years after the last contact, and thereafter properly destroyed (processing in accordance with Article 28 GDPR).

If you do not wish us to save your data, we may also provide you with information and counselling anonymously at the Social Counselling department.

You may withdraw your consent to storage with effect for the future if this arises on grounds relating to a particular situation. Please send your withdrawal of consent to the Psychosocial Counselling Centre, Sedanstr. 1, 49076 Osnabrück, Germany. Data collected up to that point will then be flagged as locked in a special file, and will no longer be processed.

You have, at any time, right of access to data concerning you that we have saved. You may have data rectified or completed (Article 16 GDPR).

In certain circumstances, you may also request the restriction of processing or the erasure of data, or object to the processing of data for special reasons. (Articles 17 and 18 GDPR)

The details relating to the counselling case and all information about your family, professional and economic circumstances, your identity and the fact that you receive counselling are subject to professional discretion. The content of the discussion with

your counsellor will be treated as strictly confidential. In this case, professional secrecy applies according to Section 203 of the German Criminal Code (StGB).

Progress made in counselling cases is discussed exclusively in anonymous form during supervision.

The controller within the meaning of data protection legislation is the Studentenwerk Osnabrück (Osnabrück Student Services), Ritterstraße 10, 49074 Osnabrück, Germany. Email info@sw-os.de. Phone +49 541 33107 0

If you have any questions or wish to make a complaint, please contact the Data Protection Officer of the Studentenwerk Osnabrück, Ritterstraße 10, 49074 Osnabrück, Germany

Email: datenschutz@studentenwerk-osnabrueck.de

Declaration of Consent by Client Seeking Advice

I have understood the explanatory notes given in the **Information Sheet on Data Security and Data Protection**, and have taken note of them.

I agree that my data may be collected, saved, processed and used in order to ensure ongoing counselling and to meet documentation and retention requirements.

Last name, first name

Place, date

Signature