**Eberswalde University
for Sustainable
Development**

University Library

Privacy Policy of the University Library of the Eberswalde University of Applied Sciences for Sustainable Development (HNEE)

1. General notes

The protection of your personal data is important to us. We process only the personal data that is urgently required for the operation of the university library and strictly adhere to the data protection provisions of the EU Data Protection Basic Regulation (DSGVO) and the Brandenburg State Data Protection Act (BdgDSG). In this data protection declaration we inform you about the most important aspects of the library's internal personal data processing and inform you about your rights as a person affected by the data processing.

2. What data do we store?

Data acquisition
In order to process library processes such as loans, reservations, extensions, interlibrary loans, media orders, etc., we store the following personal data at most:

User number

User group

Name and first name

Date of Birth (for unique identification)

Gender

OPAC-Pin (encrypted)

Telephone number (optional)

E-mail address

Date of recording

Library
November 2018

This user data is automatically deleted after 730 days if no library transactions have been processed during this period and no further open liabilities (loans or fees) have arisen. Processed transactions such as returned loans are not saved.

The above-mentioned data are also used for user notification of library processes and messages by e-mail.

<u>Data logging</u>
When using digital library services that are based on library platforms of their own, data is logged that is largely not personal, such as search queries, hit counts and response times. These data are required for the collection of library statistics and are deleted annually. The cookies necessary for the functionality of Opac/Infoguide are automatically deleted after the end of the search session. IP addresses stored at the operating system level (Apache; Tomcat) are deleted after 7 days. IP addresses and user numbers are also stored in log files for the duration of 7 days via the EZproxy for the use of digital library services outside the HNE Eberwalde.

The HNEE library offers you access to numerous electronic media stored on third-party platforms. These include, for example, EbookCentral (a service from ProQuest), various literature databases and publishing platforms with access to electronic journals and books. All providers are subject to the DSGVO. Please find out exactly which data these third party providers store and process.

3. Data exchange and order processing

The University Library cooperates with the Berlin-Brandenburg Cooperative Library Network and other library networks within the framework of interlibrary loan. For the necessary library data processing, only the user numbers are passed on encrypted as personal data. Once the library processes have been completed, these data are automatically deleted.

<u>Internal data exchange with the Department of Student Services</u>
The following personal data from the HIS is transferred to the library system:

Name and first name
Address
Date of Birth (for identification)
Gender HNEE e-mail

4. Contact forms

You can contact us via the website of the University Library using various online forms (acquisition proposal, registration for training courses). The personal data stored in the CMS system of the website includes the following data:

Name and first name
E-mail

Generated mails of the forms "Acquisition proposal" and "Registrations for training courses" are deleted after processing.

5. Rights

According to the DSGVO, you have the right to information, correction and deletion of your data. Furthermore, you can object at any time to the processing of your personal data which is collected and processed on the basis of a legitimate interest.
Sie erreichen unseren behördlichen Datenschutzbeauftragten unter:

Phone: +49 (0)3334/657444

Or by e-mail: datenschutz@hnee.de