

## Privacy Policy Relating to Deliveries and Services of KIT

### 1. Personal Data

Within the framework of contract negotiations and when executing agreements on deliveries and services, Karlsruhe Institute of Technology (KIT) as the contractor processes personal data of employees of contract partners. Personal data are all data that can be related to an identified or identifiable natural person according to Art. 4, No. 1 of the EU General Data Protection Regulation (GDPR).

### 2. Controller

According to the GDPR and other data protection regulations, the controller is:

Karlsruhe Institute of Technology (KIT)  
Kaiserstraße 12  
76131 Karlsruhe  
Germany  
Phone: +49 721 608-0  
Fax: +49 721 608-44290  
Email: [info@kit.edu](mailto:info@kit.edu)

Karlsruhe Institute of Technology is a corporation governed by public law. It is represented by the President Professor Dr. Holger Hanselka.

Our Data Protection Commissioner may be contacted at [datenschutzbeauftragter@kit.edu](mailto:datenschutzbeauftragter@kit.edu) or by ordinary mail with "Die Datenschutzbeauftragte" (the data protection commissioner) being indicated on the envelope.

### 3. Data Processing and Legal Basis

Personal data received from employees of contract partners during contract negotiations and personal data needed for the execution of the contract are processed by us to the extent necessary only. These data are processed by KIT employees whose participation is required for contract negotiations or contract execution only. The data remain stored on the servers of KIT as long as they are needed for contractual purposes and will be deleted after the statutory retention period.

The legal basis for processing is Art. 6, par. 1, clause 1 (b), GDPR.

#### 4. Your Rights

As far as your personal data are concerned, you have the following rights:

- Right to information (Art. 15, GDPR)
- Right to rectification (Art. 16, GDPR)
- Right to erasure (Art. 17, GDPR)
- Right to restriction of processing (Art. 18, GDPR)

In the case of manifestly unfounded or excessive requests, we can charge a reasonable fee. Otherwise, information will be provided free of charge (Art. 12, par. 5, GDPR).

In case of reasonable doubts concerning the identity of the natural person asserting the above rights, we may request the provision of additional information necessary to confirm the identity of the data subject (Art. 12, par. 6, GDPR).

In addition, you have the right to complain about the processing of your personal data by Karlsruhe Institute of Technology (KIT) with a supervisory authority (Art. 77, GDPR).

According to Art. 25, par. 1, LDSG (State Data Protection Act), the supervisory authority of KIT in the sense of Art. 51, par. 1, GDPR, is:

Der Landesbeauftragte für den Datenschutz und die Informationsfreiheit Baden-Württemberg  
(Baden-Württemberg State Commissioner for Data Protection and Freedom of Information)

Home address: Königstrasse 10 a  
70173 Stuttgart, Germany  
Mail address: P.O. Box 10 29 32  
70025 Stuttgart, Germany  
Phone: 0711/615541-0  
Fax: 0711/615541-15  
Email: [poststelle@fdi.bwl.de](mailto:poststelle@fdi.bwl.de)