Declaration of Consent

*Declaration of Consent for the Processing of Personal Data*

*by the Konrad Adenauer-Stiftung e.V. (KAS)*

*Department of European and International Cooperation (EIZ)*

*Scholarship Applicants for a Program of Study*

**Background**

The Konrad-Adenauer-Stiftung e. V. (KAS, in English: Konrad-Adenauer-Foundation) is globally engaged in the promotion of democracy and the rule of law, the implementation of social and market economy structures, and the realization of human rights. Through the provision of scholarships for programs of study, the Department of European and International Cooperation (EIZ, in German: Hauptabteilung für Europäische und Internationale Zusammenarbeit”) seeks to enable young people and prepare them for positions in state and society, in particular in the fields of politics, academia and economics. At the same time, the funding provided should be related to the work of the KAS in its offices abroad. Given these criteria, we exclusively provide scholarships to individuals who can act as multipliers in politics and society and in the service of the respective KAS office in their country of origin.

**Focus of Funding**

Scholarships are provided for Masters Programs at German universities for a maximum of two years (scholarship for program of study).

**Processing of Applicants' Personal Data**

The application process requires applicants to voluntarily provide their personal data to the KAS. This data is processed exclusively with respect to the application process. All processing operations are carried out by the KAS pursuant to applicable data protection and data security laws.  The processing of an applicant’s personal data begins when the KAS receives an individual’s application documents.

Via this declaration, the KAS obtains your consent as an applicant for the processing of your personal data. Special categories of personal data are not requested.

Your consent serves as the legal basis for the processing of your personal data during the application process and may be withdrawn.

Your application cannot be (further) considered if you do not provide consent or decide to withdraw your consent during the application process.

Below you will find the *Information about the Processing of Personal Data*. This information should help you in deciding whether to provide consent regarding the processing of your personal data.

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| **Information about the Processing of Personal Data**  ***1. Which personal data will be processed?***  The following categories of personal data will be processed by the KAS as part of the application process:   * Basic personal data, for example, your name, title, gender, date and place of birth, citizenship, postal address, and data related to communication, such as your telephone number and email address * A photograph * Data related to your educational and professional experience, for example the type and level of education obtained, completed internships, professional training and positions, etc. This may be in the form of transcripts, certificates, and letters of recommendation etc. * Administrative data, including the date of your application and its review history.   The following information is related to the obligation to provide information in accordance with Article 13 of the General Data Protection Regulation (GDPR).  ***2. Who is the Data Controller?***  Konrad-Adenauer-Stiftung e.V.  Klingelhöferstraße 23  10785 Berlin (Germany)  **3. *What are the contact details of the Data Protection Officer of the KAS?***  Konrad-Adenauer-Stiftung e.V.  - Data Protection Officer -  Klingelhöferstraße 23  10785 Berlin (Germany)  Email: dsb@kas.de  **4. *For what purposes will my personal data be processed?***  The processing of your personal data in relation to the application process serves the following purposes:   1. For the time period during which the application is under consideration: Data is processed in order to examine and evaluate formal admission requirements and eligibility of applicants applying for a KAS EIZ scholarship (Program of Study). The legal basis for this processing is your consent in accordance with Article 6 (1), lit. a) in conjunction with Article 7 of the GDPR, as well as § 51 of the German Federal Data Protection Act (in German: **B**undes**d**aten**s**chutz**g**esetz, BDSG). The collecting and processing of applicants’ personal data is necessary to evaluate the admission requirements and eligibility of applicants. 2. For the time period following the conclusion of the application process: The purpose is to defend (or to assert or exercise) civil law claims in relation to the application process. Further processing of your personal data depends on the result of the legitimate interests assessment of the interests of the KAS as well as your interests in termination of data processing. The legal basis for this processing operation is Article 6 (4) of the GDPR, Article 23 (1) lit. j) of the GDPR, and § 24 (1)(2) of the BDSG.   It is necessary to point out that even after you have withdrawn your consent for the processing of your personal data as part of the application process for a KAS EIZ scholarship (Program of Study) - please see point a. above -, the KAS may continue to process your data for the purpose of defending (or asserting or exercising) civil law claims in connection with the application process (please see point b. above).  The purpose of data processing will change following the conclusion of the application process in the event that a scholarship is awarded. Applicants will be informed of this change in purpose.  **5. *Am I obligated to provide my personal data and what is the consequence if I fail to do so?***  Neither law nor contract requires you to provide your personal data. Hence, applicants are not obligated to provide their personal data. However, if you fail to provide your personal data your application cannot be considered.  ***6. Is automated decision-making or assessment of personal characteristics (i.e. profiling) made use of?***  Profiling, or the automated assessment of personal data to evaluate the personal characteristics of an individual, does not take place.  **7. *Who receives my personal data?***  During the course of the application process, your personal data will be forwarded or disclosed to the following categories of recipients:  Recipients involved in the application and selection process:   * KAS EIZ employees involved in the application and selection process * Employees of the respective foreign office of the KAS involved in the application and selection process.   The purpose of forwarding or disclosing your personal data to these recipients is so that they can evaluate your application and eligibility for a KAS EIZ scholarship.  Other recipients:   * Data processors (external contractors) of the KAS, such as those who technically operate our document management system, which is used to process the personal data of applicants.   The external contractors are appointed on the basis of our legitimate interests in accordance with Article 6 (1) (f) GDPR and on the basis of contract processing agreements in accordance with Article 28 GDPR.  ***8. How long will my personal data be stored?***  The following periods of time are defined for the storage of your personal data:   * Your personal data will be stored for, at a minimum, the duration of the application process. * In the event that your application is rejected or withdrawn, the amount of time for which your personal data will be stored for the purpose of defending (or asserting or exercising) civil law claims depends on the result of the legitimate interests assessment of the interests of the KAS as well as your interests in termination of data processing. The duration of the storage period is based on the expiry of the regular limitation period for civil claims and is thus a maximum of three years from the end of the year in which an application was rejected or withdrawn (please see point 3. b above).   **9. Rights of the Data Subjects**  ***What rights do I have?***   * Right to be informed   You can request information from us regarding whether or not your personal data are being processed. If they are being processed, you have the right to information about this personal data and the information detailed in Article 15 of the GDPR.  We can provide you with a copy of your personal data which is being processed free of charge.  In the event that you require additional copies, an appropriately determined fee related to the administrative costs of producing each additional copy will be charged.   * Right to Rectification   As per Article 16 of the GDPR, you can request without undue delay the rectification of any incorrect personal data that concerns your person. Furthermore, incomplete personal data may be completed to assure its entirety.   * Right to Erasure   You also have the right to request that your personal data be deleted without undue delay if one of the reasons given in Article 17 of the GDPR applies, for example, if the data is no longer required for the purposes pursued. If and insofar as statutory retention rights or obligations apply, we will block the relevant data from further use.   * Right to the Restriction of Processing   You additionally have the right to request that the processing of your personal data be restricted (for example, through restriction of access to the data) when one of the conditions listed in Article 18 of the GDPR applies. This could be the case, for example, if you have objected to the processing of your data for the duration of its examination by the KAS.   * Right to Data Portability   According to Article 20 of the GDPR, you have the right to data portability when the processing is based on consent and this processing is carried out by automated means. This means that, upon request, you may receive the personal data that you have provided to us in a structured, commonly used, and machine-readable format (i.e. in a commonly used file format). To the extent that this is technically possible, such data could also be transferred by us to another Data Controller.   * Right to Withdraw Consent   You can withdraw your consent to the collection, processing and use of the personal data you have provided us with in full or in part in accordance with Article 7 (3) of the GDPR. This is also the case for any possible subsequent consent to the collection, processing, or use of your personal data.  Please note that your application cannot be considered in the event that you withdraw your consent.   * Right to Object   When the processing is based on our legitimate interest or the legitimate interest of a third party in accordance with Article 6 (1) lit. f) of the GDPR, you have the right to object to the processing at any time, in accordance with Article 21 of the GDPR. Once an objection has been filed, we will cease to process your personal data. The exception to this would be if we are able to demonstrate compelling legitimate reasons for the processing of the data that outweigh your interests, rights, and freedoms or if such processing serves to assert, exercise or defend legal claims.  You additionally have the right, on grounds relating to your particular situation, to object to the processing of your personal data for scientific or historical research purposes or for statistical purposes carried out pursuant to Article 89 (1) of the GDPR. The exception to this would be a situation in which the processing of such data is necessary for the performance of a task carried out for reasons of public interest.  It is possible to bring about the enforcement of your rights vis-á-vis the KAS in the following ways:  Contact the Data Protection Officer at dsb@kas.de. It is possible that we will require proof of your identity prior to responding to your request. This measure serves to protect your data from unauthorized manipulation or deletion, which may be initiated by third parties.  The Data Protection Officer is available per email at dsb@kas.de to respond to any questions or concerns you may have.  Finally, you have the right – notwithstanding any other administrative or judicial remedy – to lodge a complaint with a supervisory authority in the event that you believe that the processing of your personal data is in violation of the GDPR (Article 77 of the GDPR). You may exercise this right with a supervisory authority in the (member) state in which you reside, your place of work, or the place of the alleged violation. |

Declaration of Consent

*Declaration of Consent for the Processing of Personal Data by the Konrad Adenauer-Stiftung e.V. (KAS), Department of European and International  Cooperation (EIZ), Klingelhöferstraße 23, 10785 Berlin as the Data Controller*

*Scholarship Applicants for a Program of Study*

I have read the *Information about the Processing of Personal Data*. **Based on this information, I herewith provide my consent for the collection and processing of the following categories of personal data:**

* Basic personal data, for example, your name, title, gender, date and place of birth, citizenship, postal address, and data related to communication, such as your telephone number and email address
* A photograph
* Data related to your educational and professional experience, for example the type and level of education obtained, completed internships, and professional training and positions, etc. This may be in the form of transcripts, certificates, and letters of recommendation etc.
* Administrative data, including the date of your application and its review history

for the purpose of examining and evaluating formal admission requirements and my eligibility in applying for a KAS EIZ scholarship (Program of Study).

I understand that I can withdraw my consent at any time with effect for the future through an email to dsb@kas.de. Revoking my consent does not affect the lawfulness of the processing of my personal data based on content prior to its withdrawal. Furthermore, I understand that if I withdraw my consent, but there is another legal basis for the processing, the KAS can process my personal data further pursuant to applicable laws, without my withdrawal of consent having any effect.

I understand that my failure to provide consent to the processing of my personal data or a withdrawal of consent after I have provided consent will mean that my application for a KAS EIZ scholarship cannot be considered.

◻ **The statements found above apply to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (first name, last name), and I herewith provide my Declaration of Consent for the Processing of my Personal Data by the Konrad-Adenauer-Stiftung e.V., Klingelhöferstraße23, 10785 Berlin.**

**Signature, Place, and Date**