



IHF

Bavarian State Institute for  
Higher Education Research and Planning

## Data Protection Information Sheet for the Research Project "Science & Administration: Impulses for Innovation"

Information on the collection of data from the data subject pursuant to Art. 13  
General Data Protection Regulation (GDPR)

### 1. Name of the Processing Activity

Data protection notices in connection with the research project „Science & Administration: Impulses for Innovation“.

### 2. Name and Contact Details of the Controller

Responsible for data collection is the Bavarian State Institute for Higher Education Research and Planning (IHF)

Arnulfstraße 56, 80335 Munich

Phone: 089/21234-405

Fax: 089/21234-450

E-Mail: [Sekretariat@ihf.bayern.de](mailto:Sekretariat@ihf.bayern.de)

### 3. Contact Details of the Data Protection Officer

Data protection officer of the Bavarian State Institute for Higher Education Research and Planning (IHF).

Arnulfstraße 56, 80335 Munich

Phone: 089/21234-407

Fax: 089/21234-450

E-Mail: [Datenschutz@ihf.bayern.de](mailto:Datenschutz@ihf.bayern.de)

### 4. Purposes and Legal Bases of Processing

#### 4a) Purposes of Processing

The survey aims to assess the status quo of collaboration between academia and administration at universities in Germany. Factors (e.g. work and communication culture, openness to innovation) that influence the collaboration between academic staff and administrative employees are to be identified. The results are intended to contribute to strengthening Germany as a university location by developing recommendations on leadership, collaboration, and governance at universities.

The data will be collected as part of a standardized online survey using the survey software EFS Survey and processed in the IHF.

#### **4b) Legal Bases of Processing**

The legal basis for conducting the study can be found in the Regulation on the Establishment of the Bavarian State Institute for Higher Education Research and Planning (IHF) of 18 December 1972, § 2 (last amended on 22 July 2014 (GvBl. p. 286)).

The legal basis for the collection, processing, and use of data for the purposes stated under 4a) is the consent of the respondents pursuant to Art. 6(1)(a) GDPR in conjunction with Art. 4(1) BayDSG, which is obtained in electronic form as part of an online survey (Art. 4 No. 11 GDPR and Recital 32).

#### **5. Recipients or Categories of Recipients of Personal Data**

The academic project team of the IHF will have access to the personal data. All project staff members are obligated by means of a written declaration to comply with the data protection requirements of the General Data Protection Regulation and the Bavarian Data Protection Act.

The online survey is conducted on behalf of the IHF using the survey software Tivian XI Communicate (Tivian IX GmbH, Ottostraße 21, 80333 Munich) within the framework of commissioned processing (for details on data protection, please refer to <https://www.tivian.com/de/wpcontent/uploads/sites/7/2023/04/Tivian-Technische-und-Organisatorische-Massnahmen-v1.73.pdf>).

#### **6. Transfer of Personal Data to a Third Country**

No transfer of personal data to a third country is planned.

#### **7. Duration of Storage of Personal Data**

The personal data will be deleted at IHF upon conclusion of the project.

The personal data and survey data will be deleted from Tivian 12 months after the survey has ended.

#### **8. Rights of Data Subjects**

Under the General Data Protection Regulation (GDPR), you have the following rights:

If your personal data are being processed, you have the right to obtain information about the data stored about you (Art. 15 GDPR).

If incorrect personal data are being processed, you have the right to rectification (Art. 16 GDPR)

If the legal requirements are met, you may request the erasure or restriction of processing, and object to the processing of your data (Arts. 17, 18 and 21 GDPR).

If you have consented to data processing or a contract for data processing exists and the processing is carried out using automated procedures, you may have the right to data portability (Art. 20 GDPR).

Should you wish to exercise any of the above rights, the public authority will verify whether the legal requirements for doing so are fulfilled.

You also have the right to lodge a complaint with the Bavarian State Commissioner for Data Protection, who can be contacted at the following details:

Postal Address: Postfach 22 12 19, 80502 Munich  
Address: Wagmüllerstraße 18, 80538 Munich  
Phone: 089/212672-0  
Fax: 089/212672-50  
E-Mail: [poststelle@datenschutz-bayern.de](mailto:poststelle@datenschutz-bayern.de)  
Website: <https://www.datenschutz-bayern.de>

## **9. Right of Withdrawal of Consent**

If you have consented to processing by the Bavarian State Institute for Higher Education Research and Planning (IHF) by means of a corresponding declaration, you may withdraw your consent at any time with effect for the future. The withdrawal of consent does not affect the lawfulness of the processing carried out on the basis of the consent prior to its withdrawal.