

Data privacy guidelines of the Faculty of Medicine

Rev. 15.01.2024

Preface

The handling of data is essential in all areas of the Faculty of Medicine. Data protection is important in general, but especially where particularly sensitive data, such as examination or patient data, is concerned. The use of all types of research data and patient data at the Faculty of Medicine is therefore subject to strict data protection requirements.

§ 1 Scope of application

This Data Protection Policy applies to the processing of personal data in all facilities of the Faculty of Medicine, such as administration, research, patient care and teaching by the employees of the Faculty. This includes habilitation candidates, doctoral candidates, students and other participants in research projects.

This includes any processing of personal data, in particular the initial collection, storage and use of personal data, as well as the transfer within the Faculty and transmission to third parties in digital and analog form.

Personal data is any information relating to an identified or identifiable natural person. This includes, in particular, name, email address, matriculation or personnel numbers, pseudonymized (research) data, identifiers, genome data or IP addresses in certain cases, as well as related data that can (re-)identify patients.

§ 2 Controller or responsible party under data protection law

In accordance with Art. 4 No. 7 GDPR, Universität Regensburg, represented by the President, is the controller for the processing of personal data by Universität Regensburg.

According to Art. 4 No. 7 GDPR, the person responsible under data protection law is the person who decides on the purposes and means of data processing alone or jointly with others.

In the context of doctorates, habilitations and student theses at the University of Regensburg, responsibility under data protection law can therefore lie either with the University of Regensburg alone or jointly with other institutions, with the students, doctoral candidates or habilitation candidates alone or there may be joint responsibility, depending on who decides on the purposes and means of data processing in the specific individual case. In case of doubt, the data protection officer can be consulted for advice. Insofar as there is joint responsibility according to Art. 26 GDPR, a corresponding contract must be concluded and the data subjects must be informed in accordance with Art. 26 GDPR to be informed.

Insofar as employees, professors, academic and research support staff at Universität Regensburg use personal data unlawfully for their own purposes outside of their official duties or use systems and software that have not been provided or approved by Universität Regensburg, they do so at their own risk and under their own responsibility.

§ 3 Data protection officer

The University and the University Hospital have each appointed a data protection officer in accordance with Art. 37 para. 1 lit. a GDPR. If research projects involving the University Hospital or data from the University Hospital's treatment documentation are affected, the University

Hospital's data protection officer may be consulted. In all other cases, the university's data protection officer is responsible for research and teaching.

In accordance with the legal regulation in Art. 39 para. 1 GDPR, the data protection officer is responsible for advising the University of Regensburg itself and its employees. Data protection advice for research projects of students, doctoral candidates and postdoctoral researchers is possible in individual cases via the respective supervisor, who works at the University of Regensburg in accordance with the BayHIG.

§ 4 Training on data protection

Every student in the Prowiss semester, every Master's student, every doctoral candidate, every habilitation candidate and everyone who otherwise works with research data must complete a data protection training course. This training can also be completed online. It must be held or accepted by the data protection officer of the University of Regensburg or the University Hospital.

A certificate is issued for the training; this certificate must be submitted to the Dean's Office before the start of the research work. If the certificate is not presented, the research work cannot be started or continued.

All employees of the Faculty who work with information systems and/or process personal data regularly attend basic training on IT security and data protection, at least every two years. This can also take place online.

§ 5 Obligations of the person responsible

The controller(s) shall fulfill the data protection obligations arising from the GDPR and other legal or contractual agreements. This includes, in particular, compliance with the principles of data protection (Art. 5 GDPR), technical and organizational measures appropriate to the risk to protect personal data in accordance with the state of the art (Art. 25/32 GDPR) and documentation in the record of processing activities (Art. 30 GDPR).

§ 6 Validity

The data protection guidelines were adopted by the Faculty Council on 15.01.2024 and apply from this date.

gez.

Prof. Dr. Dirk Hellwig

-Dekan-