



## - Conflict Counselling ProTrainU -

### Confidentiality within the scope of counselling provided by ombudspersons

(Information, declaration of consent, right of withdrawal)

Name of the ombudsperson: \_\_\_\_\_

Name of the person seeking counselling: \_\_\_\_\_  
Last name First name

Form of address: Mr. / Ms. / \_\_\_\_\_

Only one ombudsperson should be involved in each conflict.

- You confirm that no other counselling service of Ulm University has been involved in this conflict except for

\_\_\_\_\_

You have contacted me as the ombudsperson in accordance with section 38 subsection 4 of the act on the higher education institutions in the Land of Baden-Württemberg (*Landeshochschulgesetz*, LHG) (Conflict Counselling ProTrainU). I hereby inform you of my obligations regarding confidentiality and data secrecy in accordance with section 3 subsection 2 of the data protection act of the Land of Baden-Württemberg (*Landesdatenschutzgesetz*, LDSG).

As an ombudsperson, I will handle all personal information and information about the case with confidentiality. The obligation to maintain confidentiality and data secrecy continue to apply even after the case was closed.

In order to give you detailed and targeted advice, it may be necessary or reasonable to share information to a limited extent with other entities. This information is usually anonymised. However, in some cases the transfer of personal data may be required.

- I. If necessary, I will be sharing information about your case with other ombudspersons in order to discuss available options for advice and action. The ombudspersons are also obliged to maintain confidentiality.
- II. In certain cases, I am required to share information, for example if there are indications of scientific misconduct or a committed offence. In these cases, I am obliged to share information on the suspicion. As far as possible, I will keep your personal information confidential.
- III. When providing counselling, I may deem it reasonable to contact other entities. I will only do so upon your consent. As this is considered a processing activity according to data protection law, I need your consent in order to proceed with any further processing activities.

It may decide on the extent or your consent to the processing activities. You can withdraw your consent in written form without giving any reasons at any time. The withdrawal of consent does not affect the lawfulness of data processing before the withdrawal. If you do not want to consent to individual processing activities or if you want to withdraw your consent later, we will discuss the extent to which I can reasonably continue to provide counselling.



Please check the appropriate box if you agree to the following processing activities. If you do not want to consent, please leave the fields empty.

- You confirm that I am allowed to contact the other party involved in the conflict or other people in your work environment in order to discuss the case and/or solve the conflict:

\_\_\_\_\_

- You confirm that I am allowed to contact the following internal or external entities (counselling services, police, legal authorities) in order to discuss further possibilities for assistance and protection:

\_\_\_\_\_

#### IV. Privacy policy

In order to properly respond to your inquiry and to provide counselling, the following personal data will be collected and processed:

Last name, first name, affiliation (institution, research group of university), phone number, email address, and case-specific information.

The processing of the above-mentioned personal data is based on your explicit consent. The legal basis for this is Article 6 paragraph 1 point a of the General Data Protection Regulation (GDPR). You can withdraw your consent at any time. However, the withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

The personal data we process will be stored for at least two years. The data will be erased after 10 years at the latest. Data for statistical purposes will only be processed in an anonymised form.

You have the following rights: You have the right to obtain information about your data stored by the controller and the right to have false data rectified. You have the right to erasure, the right to restriction of processing and the right to object to the processing. In addition, you have the right to file a complaint with the data protection officer of Ulm University ([dsb@uni-ulm.de](mailto:dsb@uni-ulm.de)) or with the competent data protection authority. The supervisory authority responsible is the commissioner for data protection and freedom of information of Baden-Württemberg (Landesbeauftragte\*r für den Datenschutz und die Informationsfreiheit Baden-Württemberg).

- Declaration of consent: I confirm that I have read the privacy policy and that I consent to my personal data being processed accordingly. I have been informed of the scope and purpose of data collection and of my right to withdraw.

City/Date/Signature: \_\_\_\_\_

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