

Leaflet

Explanatory Notes on Data Retention

1. The purpose of collecting, processing and using the personal data requested in the membership registration form is, besides for managing the DAAD-Freundeskreis e.V. (*Alumni and Friends of the DAAD*), for maintaining contact with members and selectively targeting members in their best interests, in connection with the activities of the association.

This purpose is also served by data marked as non-mandatory, which is individual information about, or including, activities of the *Alumni and Friends of the DAAD*. For example, this applies when we invite the members of specific target groups to specialist events and when we wish to include the expert opinion of selected members for events and publications.

Furthermore, the retention of data in the database of the *Alumni and Friends of the DAAD* provides a statistical overview of membership structures.

2. Data in the membership registration form will only be used to fulfil the purposes of the *Alumni and Friends of the DAAD*, thus serving the interests of members, within the scope outlined under Point 1. You are free to choose whether or not to complete the non-mandatory questionnaire points.
3. Data provided in the membership registration form will, in principle, only be retained in the database of the *Alumni and Friends of the DAAD*.

Only the contact details of former DAAD scholarship holders will be compared with DAAD contact details and updated as necessary in order to be able to contact you in connection with DAAD and *Alumni and Friends of the DAAD* activities. Apart from this, there will be no transfer of data to the DAAD or other third parties.

4. You can notify us of any changes in your personal data (new address, new email address, new account details, etc.) using the contact details given below:

DAAD-Freundeskreis e.V.
Kennedyallee 50
53175 Bonn
Germany
Tel.: +49 228/882-249
Fax: +49 228/882-9249
Email: freundeskreis@daad.de