



DATA PROTECTION INFORMATION

for users of the legal advice service
provided by Studierendenwerk Stuttgart AöR

In order to offer you our free legal advice service, we require some personal information from you. When you register, we collect the following data:

- Name, university
- Address, contact details (telephone, email)
- Subject of the consultation
- Details of the consultation date and location

During the consultation, further information will be added, which the advisors will record, such as more detailed information on the subject of your consultation.

The Studierendenwerk Stuttgart AöR, Rosenbergstraße 18, 70174 Stuttgart, is responsible for the processing of personal data.

Telephone 0711/4470-1247, email info@sw-stuttgart.de

Purposes and legal basis for the processing of personal data

We collect and process your data for the purpose of planning, conducting and documenting counselling appointments. The legal basis for this is our fulfilment of our duties under the Student Services Act.

Recipients of personal data

Internally, only the responsible persons from the Legal & Organisation departments (including reception) have access to your data, as well as our IT department in absolutely necessary individual cases for maintenance and support purposes.

Deletion of personal data

We delete personal data as soon as it is no longer required. We must comply with statutory and regulatory retention periods of up to 10 years.



External legal advice centres

We work with external solicitors who conduct the consultation appointments. We provide them with your details from the appointment registration. After the appointment, we receive feedback on the appointment, which we need for our own documentation purposes. However, we do not regularly receive any information about the content of the consultation.

If you agree, the consultations can also be conducted via video.

The lawyers are solely responsible for the processing of personal data during the consultation appointments. The lawyers are bound by their own professional confidentiality obligations. Please note their data protection information.

Your rights

You have the right to access your data at any time and, under certain circumstances, to have your personal data corrected, blocked or deleted, as well as the right to object to its processing, to data portability and to lodge a complaint with a data protection authority. Consent given can be revoked with effect for the future. Further information on data protection can be found on our website. You can also contact our data protection officer at any time at datenschutz@sw-stuttgart.de.

Miscellaneous

The information you provide about yourself is voluntary. However, we would like to point out that if information is missing, we will not be able to provide our legal advice services, or at least not to the best of our ability.

As of 17 February 2026