

PRIVACY NOTICE CONSULTATION INTERNATIONAL CENTRE

Data protection is of particular concern to us. We process your personal data (hereinafter referred to as "data") in accordance with the legal requirements and would like to do this in a transparent manner. We would therefore like to briefly explain to you in the following privacy notices which data we process and for what purposes and on what legal basis this is done. You will also receive information about contact persons and your rights in connection with data processing.

Name and contact details of the controller:

Leuphana University of Lüneburg
represented by the President
Universitätsallee 1
21335 Lüneburg

Contact details of the data protection officer:

Leuphana University of Lüneburg
- Data Protection Officer -
Universitätsallee 1
21335 Lüneburg

E-mail: dsb@leuphana.de

PURPOSES AND LEGAL BASES OF DATA PROCESSING:

1) Invitations to information programmes before enrolment

We use your name data and your applicant account at myCampus ([privacy notice](#)) to send you invitations to information events for international students via the myCampus messaging function after you have been offered a place at university. We use the nationality stated in your application to be able to offer you information events that are suitable for you (e.g. on entry requirements for EU/non-EU origin).

The processing is carried out for the fulfilment of the public interest task of taking into account the special needs of foreign students and providing appropriate support services. Data processing is necessary for the fulfilment of this task. The legal basis for this processing is Section 3 s. 1 no. 1 Niedersächsisches Datenschutzgesetz (NDSDG), Art. 6 para. 1 s. 1 letter e, para. 2 and 3 of the EU General Data Protection Regulation (GDPR) in conjunction with Section 17 para. 4 and Section 3 para. 1 No. 5 Niedersächsisches Hochschulgesetz (NHG).

2) Invitation to information programmes for enrolled foreign students

We use your name, title and your Leuphana e-mail address to send you invitations to information events and current information for international students after enrolment. We use the information stored in the central system about your subjects, current semester, affiliation to a faculty and school and your intended degree in order to be able to offer you subject-specific information events (e.g. information event for minor selection, or for special examination requirements for certain subjects) and for the organisation of course selection tutorials. We will also send you information about subject-specific support programmes for international students (e.g. scholarships).



The processing is carried out for the fulfilment of the public interest task of taking into account the special needs of foreign students and providing appropriate support services. Data processing is necessary for the fulfilment of this task. The legal basis for this processing is § 3 sentence 1 no. 1 NDSG, Art. 6 para. 1 s. 1 letter e, para. 2 and 3 GDPR in conjunction with Section 17 para. 4 and Section 3 para. 1 no. 5 NHG in conjunction with Section 10 para. 1 and 2 Datenschutzordnung der Leuphana Universität Lüneburg (DSO).

3) Organisation of individual advice

We use your contact details (name, salutation, Leuphana email address) as well as your subjects, current semester, faculty and school affiliation and basic information about your request to arrange appointments and organise study counselling for international students and thus to perform the public interest task of offering comprehensive advice on the content, structure and requirements of a degree programme, taking into account the needs of international students. Data processing is necessary for the fulfilment of this task.

The legal basis for this processing is Section 3 s. 1 no. 1 NDSG, Art. 6 para. 1 sentence 1 letter e, para. 2 and 3 GDPR in conjunction with Section 17 para. 4 or rather Section 6 para. 5 NHG in conjunction with Section 9 sentence 1 DSO.

GENERAL INFORMATION:

If we did not receive your data directly from you, it was sent to us by Student Services (myCampus) after you received a study place at Leuphana

Even if you do not make use of your rights below, your data will be stored by the International Centre until the end of the following year. This does not apply if a longer storage or retention period is required by law or is necessary for the enforcement of rights within the statutory limitation periods. If data is only stored for the aforementioned purposes, access to the data is limited to the extent necessary.

We generally keep your data to ourselves and only make it available to those employees who need it for their work as part of the fulfilment of their duties. This does not apply if we are legally obliged to pass it on.

We would like to inform you that the provision of your data is neither legally nor contractually required. If you do not provide your data, this will not have any negative consequences for you. However, you may not receive any information that could be relevant to the organisation of your studies.

Automated decision-making including profiling within the meaning of Art. 22 (1) and (4) GDPR does not take place.

YOUR RIGHT TO OBJECT PURSUANT TO ART. 21 GDPR:

You have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you.

In this case, we will no longer process this data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves the establishment, exercise or defence of legal claims.



YOUR FURTHER RIGHTS:

You have the right to request **information** from us about the processing of data concerning you. In addition to a copy of the data, this right to information also includes the purposes of the data processing, the data recipients and the storage period. If incorrect data is processed, you can demand that we **correct** this data immediately. If the legal requirements according to Art. 17 or 18 GDPR are met, you also have the right to immediate **erasure** or **restriction of processing** of the data. Please note that it may not be possible to restrict the processing of data.

To exercise your above-mentioned rights, please contact:

Leuphana University of Lüneburg
International Centre
Advisor International Regular Students College
Anja Stegert
Universitätsallee 1
21335 Lüneburg

E-mail: anja.stegert@leuphana.de

If you have any further questions, our data protection officer will be happy to advise you.

If you have any data protection complaints, please contact a data protection authority of your choice.

Directly responsible for the Leuphana University of Lüneburg:

The State Commissioner for Data Protection of Lower Saxony
Prinzenstrasse 5
30159 Hanover
E-mail: poststelle@lfd.niedersachsen.de