

PRIVACY NOTICE: CONSULTATION INTERNATIONAL CENTER

Data protection is of particular importance to us. We process your personal data (hereinafter “Data”) in accordance with legal requirements and strive to do so in a transparent manner. Therefore, in the following privacy notice, we would like to briefly explain what data we process, for what purposes, and on what legal basis. You will also find information about contact persons and your rights regarding data processing.

Name and contact details of the controller:

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

Contact information for the Data Protection Officer:

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

Email: dsb@leuphana.de

PURPOSES AND LEGAL BASES FOR DATA PROCESSING:

1) Invitations to Information Sessions Prior to Enrollment

We use your name and your applicant account on myCampus ([privacy notice](#)) to send you invitations to information sessions for international students via the myCampus messaging feature after you have been offered a spot in a degree program. We use the nationality you provided in your application to offer you information sessions that are appropriate for you (e.g., regarding entry requirements for EU and non-EU nationals).

This processing is carried out to fulfill the task in the public interest of addressing the specific needs of international students and providing appropriate support services. Data processing is necessary to fulfill this task. The legal basis for this processing is Section 3, S. 1, No. 1 Niedersächsisches Datenschutzgesetz (NDSG), Article 6 Para. 1, S. 1, Letter e, and 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 Sessions for Enrolled International Students

We use your name, title, and Leuphana email address to send you, after enrollment, invitations to information sessions and current information for international students. We use the information stored in the central system regarding your majors, current semester, affiliation with a faculty and school, and your intended degree to offer you subject-specific information sessions tailored to your needs (e.g., information sessions on selecting a minor, or on regarding special examination requirements for certain subjects) and to organize course selection tutorials. Furthermore, we will send you information about subject-specific support services for international students (e.g., scholarships). This processing is carried out to fulfill the task in the public interest of addressing the specific needs of international students and providing appropriate support services. Data processing is necessary for the fulfillment of this task. The legal basis for this processing is Section 3, s. 1, no. 1 NDSG, Art. 6 para. 1, s. 1, letter e, and para. 2



and 3 of the 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 Privacy Regulations of Leuphana University of Lüneburg (DSO).

3) Information on Planned Entry and Planning (Online Form)

You can use our online form to inform us about your visa status and planned arrival date. In the event of a delayed arrival we will use your arrival, and we will put you in touch with a tutor who will assist you with your initial orientation on campus as well as with registering for courses and exams. The information provided in the form is for planning and to offer personalized support upon

We use Limesurvey as an online form. This service is provided to us by **Gesellschaft für wissenschaftliche Datenverarbeitung mbH Göttingen**. When you use the online form, Limesurvey processes the following technically necessary data to provide the service: IP address, browser type/operating system, source system (referrer URL), and date and time of access. The data is deleted from the system's log files 7 days after collection and is not combined with the form contents. If the log files are stored for a longer period, users' IP addresses are deleted or anonymized so that the accessing client cannot be identified. Data is stored in log files to ensure the website's functionality, to optimize the website, and to ensure the security of the IT systems to collect data.

To facilitate this, the online form uses temporary session cookies, each with a session ID:

survey.academiccloud.de – PHPSESSID (session ID)
survey.academiccloud.de - YII_CSRF_TOKEN

This temporarily associates the information entered into the fields on the various form pages with a single request. Temporary session cookies are deleted at the latest after you leave our online service and close your browser, or when you delete your cookies in the browser.

The storage of or access to information on your device is carried out in accordance with Section 25 para 2 No. 2 Gesetz über den Datenschutz und den Schutz der Privatsphäre in der Telekommunikation und bei Telemedien (TDDDG).

The processing is carried out to fulfill the task in the public interest of taking into account the specific needs of international students and providing appropriate support services. Data processing is necessary for the fulfillment of this task. The legal basis for this processing is Section 3, Sentence 1, No. 1 NDSG, Art. 6 para. 1, s. 1, letter e, and para. 2 and 3 of the GDPR in conjunction with Section 17 para 4 and Section 3 para. 1, No. 5 of the NHG in conjunction with Section 10 para. 1 and 2 DSO.

4) Organization of Individual Counseling

We use your contact information (name, title, Leuphana email address) as well as information regarding your courses, your current semester, your affiliation with a faculty and school, and basic information regarding your inquiry to schedule appointments and organize academic advising for international students, thereby fulfilling the public interest purpose of providing comprehensive advice on the content, structure, and requirements of a degree program, taking into account the needs of international students. Data processing is necessary to fulfill this purpose.



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

GENERAL INFORMATION:

If we did not receive your data directly from you, it was transmitted to us by Student Services (myCampus) after you were admitted to Leuphana.

Even if you do not exercise the rights listed below, your data will be retained by the International Center 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 legal claims within the statutory limitation periods. To the extent that data is retained solely for the aforementioned purposes, access to the data is limited to what is necessary for those purposes.

As a general rule, we keep your data to ourselves and make it available only to those employees who need it to perform their duties. This does not apply if we are legally required to disclose the information. In addition, we reserve the right to have certain activities, such as the provision of Limesurvey, carried out by third-party providers, provided that they offer sufficient guarantees that appropriate technical and organizational measures are implemented to ensure that data processing complies with legal requirements and safeguards your rights. For the provision of Limesurvey, we have entered into a data processing agreement with Gesellschaft für wissenschaftliche Datenverarbeitung mbH Göttingen, Burckhardtweg 4, 37077 Göttingen.

We would like to inform you that the provision of your data is not required by law or contract. If you do not provide your data, this will not have any negative consequences for you. However, you may then not receive information that could be relevant to the organization of your studies.

Automated decision-making, including profiling as defined in Article 22(1) and (4) of the GDPR, does not take place.



YOUR RIGHT TO OBJECT UNDER ARTICLE 21 OF THE GDPR:

You have the right to object at any time, on grounds relating to your particular situation, to the 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 that override your interests, rights, and freedoms, or the processing is necessary for the establishment, exercise, or defense of legal claims.

YOUR OTHER RIGHTS:

You have the right to request **information** from us regarding the processing of data concerning you. In addition to a copy of the data, this right to information also includes the purposes of data processing, the recipients of the data, and the retention period. If inaccurate data is being processed, you may request that we **correct** such data without delay. If the legal requirements under Articles 17 or 18 of the GDPR are met, you are also generally entitled to the right to **erasure** without delay or to **restriction of** processing. Please note that restricted processing of the data may not be possible under certain circumstances.

To exercise your rights as described above, please contact:

Leuphana University of Lüneburg
International Center
Coordinator for International Full-Time Students,
College
Anja Stegert
Universitätsallee 1
21335 Lüneburg

Email: anja.stegert@leuphana.de

If you have any further questions, our Data Protection Officer will be happy to assist you.
Please direct any data protection-related complaints to a data protection authority of your choice.
The following authority has direct jurisdiction over Leuphana University Lüneburg:

Der Landesbeauftragte für den Datenschutz Niedersachsen
Prinzenstraße 5
30159 Hannover
E-Mail: poststelle@lfd.niedersachsen.de