

**Data protection information according to Art. 13 and 21 GDPR
(General Data Protection Regulation)**

We take data protection and privacy seriously. We process your personal data in accordance with current legal requirements and wish to do so in a transparent manner. For this reason, we would like to briefly explain to you which data we process, for what purposes, and on what lawful basis this is done. You will also find information about contact persons and your rights in connection with data processing.

Regarding the transfer of applicant data to our partner universities in countries outside the European Union, you will be informed by a separate notice.

Name and contact details of the responsible person

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

Contact details of the Data Protection Officer

Leuphana University Lüneburg
Data Protection Officer
Universitätsallee 1
21335 Lüneburg
Germany
E-mail: datenschutz@leuphana.de

Purposes and lawful basis of data processing:

Application and selection process

1. We need your personal data (personal and contact details, language certificates, university entrance qualification, transcript of records, letter of motivation and any other documents submitted to us in the course of the application for an exchange programme) and the learning agreement "before the mobility" and "during the mobility" (personal data, student data, mobility data including modules / courses) in the context of the following activities: Application procedure and selection of applicants for exchange programmes within and outside the European Union, as well as possible consideration of your application in the succession procedure. Data processing is required in the public interest of fulfilling our obligation to coordinate exchange programmes during the study period and to promote international cooperation. The lawful basis for this data processing is Art. 3 p. 1 no. 1 Lower Saxony Data Protection Act (NDSG), Art. 6 para. 1 p. 1 letter e, para. 2 and 3 General Data Protection Regulation (GDPR) in conjunction with Art. 17 para. 3, Art. 3 para. 1 p. 1 no. 5 Lower Saxony Higher Education Act (NHG).

Transfer of data to the partner university

2. We transfer your applicant data according to section 1 to our partner university for the purpose of nominating and coordinating your stay abroad. The lawful basis for this data processing is also Art. 3 S. 1 No. 1 NDSG, Art. 6 Para. 1 S. 1 Letter e, Para. 2 and 3 GDPR in conjunction with Art. 17 Para. 3, Art. 3 Para. 1 S. 1 No. 5 NHG. Furthermore, in the case of data transfers to third countries, such as the USA, we require separate consent in accordance with Art. 49 Para. 1 Subpara. 1 letter a, Art. 6 Para. 1 Subpara. 1 letter a, Art. 7 GDPR.



Integration of the semester abroad into your course of study

3. In order to process and record your period of absence, as well as for general student administration at Leuphana University during a semester abroad, we require the "Notification of Semester Abroad" (data collected: personal data, contact data, student data, as well as residence data at the host university) for forwarding to student services, as well as your binding declaration of acceptance (name, matriculation number, contact data, partner university, period of time). This data processing is also carried out in the public interest of promoting international cooperation and on the basis of Art. 3 S. 1 No. 1 NDSG, Art. 6 Para. 1 S. 1 Letter e, Para. 2 and 3 GDPR in conjunction with Art. 17 Para. 3, Art. 3 Para. 1 S. 1 No. 5 NHG.

Organisation and coordination of the exchange

4. During your stay abroad, we need your "Confirmation of Arrival" and "Confirmation of Departure" forms (name, host university, dates of stay and contact person at the host university). This confirmation from the host university is required to determine your entitlement to funding, which is calculated precisely to the day. We may also need your name, e-mail address, telephone number and your new residence data for a possible application for an extension of your stay. This data processing is also carried out in the public interest of promoting international cooperation and on the basis of Art. 3 S. 1 No. 1 NDSG, Art. 6 Para. 1 S. 1 Letter e, Para. 2 and 3 GDPR in conjunction with Art. 17 Para. 3, Art. 3 Para. 1 S. 1 No. 5 NHG.
5. Furthermore, we require your signed experience report (personal data, contact data, residence data, information on language course, orientation programme, course selection and recognition) after completion of the exchange. This data processing is also based on Art. 3 S. 1 No. 1 NDSG, Art. 6 Para. 1 S. 1 Letter e, Para. 2 and 3 GDPR in conjunction with Art. 17 Para. 3, Art. 3 Para. 1 S. 1 No. 5 NHG.
6. Provided the respective partner university sends the Transcript of Records of your stay to Leuphana University, we will forward the documents to you immediately. The receipt is necessary for the recognition of your study achievements abroad and is also based on Art. 3 S. 1 Nr. 1 NDSG, Art. 6 Abs. 1 S. 1 letter e, para. 2 and 3 GDPR in conjunction with Art. 17 para. 3, Art. 3 para. 1 S. 1 Nr. 5 NHG.

Networking and support

7. We use your e-mail address to forward your contact to other student exchange participants for networking and mentoring purposes. This data processing is based on your voluntarily declared consent based on Art. 6 para. 1 p. 1 letter a GDPR.
8. We would also like to forward your e-mail address to the Language Center of Leuphana University in order to be able to offer you their support services in terms of language. This data processing is also based on your voluntarily declared consent based on Art. 6 para. 1 p. 1 letter a GDPR.

If you wish to participate in an Erasmus+ funded exchange programme, we will also process the following personal data:

9. If you participate in the Erasmus+ exchange programme, we will transfer your applicant data to the EU Commission in accordance with section 1. This data processing is carried out for the purpose of justifying the use of funds by passing on the information on the individual Mobility programme to the funding body and on the basis of Art. 3 S. 1 No. 1 NDSG, Art. 6 Para. 1 S. 1 Letter e, Para. 2 and 3 GDPR in conjunction with Art. 17 Para. 3, Art. 3 Para. 1 S. 1 No. 5 NHG.
10. In order to enable you to participate in an Erasmus+ exchange programme, we need your personal data, contact details, account details and mobility information (host country, duration, host university) in order to conclude a scholarship agreement between you and Leuphana University. This agreement ensures



funding for your stay abroad and thus serves to promote international cooperation and exchange.

Furthermore, we use your e-mail address to enable you to participate in a language test required for the funding. The lawful basis for this processing is Art. 3 S. 1 Nr. 1 NDSG, Art. 6 Abs. 1 S. 1 Buchstabe e, Abs. 2 und 3 GDPR inc. Art. 17 para. 3, Art. 3 para. 1 S. 1 Nr. 5 NHG.

11. We require the "before the mobility" and "during the mobility" routing slip (contains your general student data, as well as information on modules and course titles of the host university with corresponding ECTS) for reviewing the recognition potential of your academic achievements completed abroad. The lawful basis for this processing is Art. 3 S. 1 Nr. 1 NDSG, Art. 6 Abs. 1 S. 1 Buchstabe e, Abs. 2 und 3 GDPR inc. Art. 17 Abs. 3, Art. 3 Abs. 1 S. 1 Nr. 5 NHG.

Legal basis

Insofar as we process your data to fulfil a task in the public interest, the lawful basis for this processing is Art. 3 S. 1 No. 1 NDSG, Art. 6 para. 1 S. 1 letter e, para. 2 and 3 GDPR inc. Art. 17 para. 3, Art. 3 para. 1 S. 1 No. 5 NHG. In all cases in which we process your data based on your consent, the lawful basis is Art. 6 para. 1 S. 1 letter a GDPR.

General Information

Even if you do not make use of your rights listed below, we will only store your data for as long as necessary for the above-mentioned purposes. This does not apply if a longer storage or retention period is required by law, or is necessary for legal enforcement within the statutory limitation periods. If data is stored only for the above-mentioned purposes, access to data is limited to the extent necessary for these purposes.

As a matter of principle, we keep your data confidential and only make it available to those employees who need it for their work. This does not apply if we are legally obliged to pass on the data. In addition, we reserve the right to have some of these activities, carried out by third parties, provided that they offer sufficient guarantees that suitable technical and organisational measures are implemented in such a way that data processing is carried out in accordance with legal requirements and guarantees the protection of your rights. We apply the MoveON system of QS unisolution to organise our international partnerships, exchange programmes and scholarship management. We also cooperate with the EU Commission and the German Academic Exchange Service (DAAD) to provide our students with support for an international exchange.

Software service provider for MoveON

QS unisolution GmbH
Wankelstraße 14
70563 Stuttgart
Germany

Funding body

National Agency for EU-University Cooperation at the German Academic Exchange Service (DAAD)
Kennedyallee 50
53175 Bonn
Germany

We would like to inform you that provision of your data is not required by law or contract. However, if you do not consent to the processing of your data, you will not be able to complete a semester abroad.



An automated decision-making process, including profiling in the sense of Art. 22(1,4) GDPR, does not take place.

Your right to revoke your declaration of consent:

Insofar as we process your data in accordance with sections 7 and 8, you have the right to revoke your consent at any time with effect for the future. This means that the lawfulness of the processing that took place on the basis of the consent until the revocation is not affected. The declaration of revocation can be made informally and does not require any justification. If you revoke your consent, you will not suffer any disadvantages as a result.

Your right of objection according to Art. 21 GDPR:

Insofar as we process your data on the basis of the task lying in the public interest, you have the right to object to the processing of personal data relating to you at any time on grounds arising from your particular situation.

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 for the establishment, exercise or defence of legal claims.

Your further rights:

You have the right to request information from us about the processing of your data. 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 has been processed, you have the right to demand that we correct this data without delay. If the legal requirements according to Art. 17 or 18 GDPR are met, you also have the basic right to immediate deletion or restriction of the processing of the data. Please note that limited processing of the data may not be possible under certain circumstances.

Insofar as we process your data in accordance with sections 7 and 8, you may also exercise your right to data portability under the conditions of Article 20 of the GDPR.

To exercise any of your rights concerning data protection, please contact

Leuphana University Lüneburg
Eva Voßhagen
Universitätsallee 1
21335 Lüneburg
Germany
E-mail: eva.vosshagen@leuphana.de

If you have any further questions, our Data Protection Officer will be happy to advise you.



If you have any complaints regarding data protection, please contact

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

Please note:

Only the German version of this data protection information is legally binding. The English version is provided solely for information purposes.

Declaration of Consent

I hereby consent to the processing of my personal data in accordance with the above description of data processing and in awareness of my above mentioned rights.

Place, date

Signature

Name of the undersigned in block letters

(In case of minors, consent of the holder of parental responsibility is required)