

**Privacy Notice in accordance with Art. 13 GDPR  
with declaration of consent  
- SONA test subject portal -**

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 data protection information which data we process and for what purposes and on what legal basis this takes place. You will also receive information about contact persons and your rights in connection with data processing.

**Name and contact details of the person responsible:**

Leuphana Universität Lüneburg  
represented by the President  
Universitätsallee 1  
21335 Lüneburg

**Contact details of the data protection officer:**

Leuphana Universität Lüneburg  
- Data Protection Officer -  
Universitätsallee 1  
21335 Lüneburg

E-mail: [dsb@leuphana.de](mailto:dsb@leuphana.de)

**Purposes and legal bases of data processing:**

If you would like to take advantage of the opportunity to use SONA to obtain proof of completion of test subject hours (VP hours) for your studies, or to make yourself available as a test subject for studies and research projects regardless of your affiliation with Leuphana University, we process the personal data specified in detail for the purposes listed below:

1. Technical data for the provision of the platform

As soon as you visit our website, we store so-called log files. These record your IP address, the date and time you accessed the page, the URL you accessed, the URL you last visited (referrer URL), the browser you are using and its version, and the version of the operating system you are using. This data is stored by the system for 6 months.

Our website also uses several cookies, each with an individual session ID, for the following functions:

- ARRAffinitySameSite, ARRAffinity, ASP.NET\_SessionID - Assignment of the logged-in user



- cookie\_ck - Whether the cookie banner was clicked, no session ID

Temporary session cookies are deleted at the latest after you have left our online offer and closed your browser, or if you delete your cookies in the browser prematurely.

In addition, a cookie for the selected display language is stored for a maximum of 14 months.

The storage of or access to information in your terminal equipment 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 (TTDSG).

Furthermore, the site uses the following ("content delivery networks", CDN) to display functions and content such as images, whereby the time and IP address are transmitted to them in order to provide the functions in your browser:

- Microsoft Azure CDN, Sona Systems Inc. Trummi 5, 12616 Tallinn, Estonia
- jQuery OpenJS Foundation, fastly CDN, Fastly, Microsoft Ireland Operations, Ltd. One Microsoft Place, South County Business Park, Leopardstown, Dublin 18, D18 P521, IRELAND
- KendoUI, Progress Software Corporation, 15 Wayside Rd, Suite 400, Burlington, MA 01803, USA, Privacy Policy: <https://www.progress.com/legal/privacy-policy>

We use this data to prevent misuse of our website and to enable you to have a trouble-free and optimal visit to our website. The legal basis for this processing is Section 3 s.1 No. 1 Niedersächsisches Datenschutzgesetz (NDSG) in conjunction with Art. 6 para. 1 s. 1 letter e) EU General Data Protection Regulation (GDPR) in conjunction with Section 3 para. 1 s. 1 no. 10 Niedersächsisches Hochschulgesetz (NHG).

If you have created an account, it will be used on the basis of your voluntarily declared consent in accordance with Art. 6 para. 1 s. 1 letter a) GDPR.

## 2. Creation of a personal account, account use

If you wish to submit an account request in the SONA test subject portal, we process the following personal data for the purpose of your account request: Name, user ID (freely selectable), e-mail address and, if applicable, a matriculation number and your degree program. This data processing is carried out for the purpose of creating a personal SONA account for you and based on your voluntarily declared consent.

If you also use the created account and log in, we use a temporary technical cookie to assign your account (see section 1).

The legal basis is therefore Art. 6 para. 1 ss 1 letter a) GDPR.



### 3. Storage of your consent via double opt-in procedure

We use the so-called double opt-in procedure for your registration. This means that after your account request, we will send you an e-mail to the e-mail address you have provided in which we ask you to confirm that you wish to receive e-mails and/or complete the registration process. Confirmation takes place by activating the account with the personal one-time password sent to you. You must assign your own password when activating. If you do not confirm your account request by changing the one-time password, your information will be blocked and deleted at the latest two months after the request. For this purpose, the times of the account request and password change are stored together with the e-mail address you used and, if applicable, your IP address. This is done for the purpose of proving your registration and to be able to clarify any possible misuse of your personal data. Only your e-mail address is mandatory. The provision of further, separately marked data is voluntary and is used to be able to address you personally. The legal basis is Art. 6 para. 1 sentence 1 letter c) GDPR in conjunction with Art. 5 para. 2 and Art. 7 para. 1 GDPR.

### 4. Registration

We process the following personal data to complete your details after you have created an account: First and last name, e-mail address, date of birth, gender, nationality, mother tongue, your current employment, your highest educational qualification, details of your field of study if applicable, your place of residence, your married/married status, number, age and educational institution of your children, as well as your participation preferences: presence (lab)/online/both. These attributes help us to identify your suitability for certain research projects. The more detailed your information is, the more suitable the studies and research projects we can offer you. The legal basis is your voluntarily declared consent and thus Art. 6 para. 1 s. 1 letter a) GDPR.

### 5. Arrangement of study participation

Based on the information you provide during registration (use of your personal data in accordance with section 4), researchers registered in SONA can send you offers or requests for participation in studies and research projects via the portal that most closely match the attributes you specified during registration and therefore qualify you for individual projects from the researchers' point of view. The researchers will only see your name and your participation.

The legal basis is your voluntarily declared consent and thus Art. 6 para. 1 sentence 1 letter a) GDPR. You have the option of objecting to this sending of direct inquiries in the portal and can then only search for suitable studies and research projects yourself. Please also refer to the data protection information of the respective research project. Researchers may sometimes want to collect more detailed data. Providing additional data is voluntary.

### 6. VP hours certificates for students

If you are enrolled as a student at Leuphana University and your degree program includes the collection of VP hours, you can use the VP hours completed via SONA as proof of academic



achievement. We will issue you with a corresponding certificate on request and send it to the e-mail address you have stored in your profile. For this purpose, we will process your name, your matriculation number and the number of VP hours you have completed. The data will be deleted no later than 2 months after the certificate has been sent. This data processing takes place based on your voluntarily declared consent; the legal basis is Art. 6 para. 1 s. 1 letter a) GDPR.

### **General information:**

Even if you do not make use of your rights below, your data will only be stored by us for as long as is 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 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 fulfillment of their duties. This does not apply if we are legally obliged to pass it on. We also reserve the right to have some of these activities carried out by third-party providers, provided that they offer sufficient guarantees that suitable technical and organizational 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 work with the provider SONA (**SONA Systems Ltd., Trummi 5, 12616 Tallinn, Estonia**, <https://www.sona-systems.com/>) to provide the service of a test subject database for bringing together test subjects and researchers. You will be redirected to the provider's website and your data will be transmitted to SONA when you request an account and when you use the portal at a later date. Please therefore also take note of SONA's data protection information. We have concluded an order processing contract with SONA Systems for these purposes, which ensures that your personal data is subject to suitable technical and organizational measures and is therefore adequately protected.

We would like to inform you that the provision of your data is neither legally nor contractually required. If you do not consent to the processing of your data, you will unfortunately not be able to use SONA. Automated decision-making including profiling within the meaning of Art. 22 para. 1 and para. 4 GDPR does not take place.

### **Your right to withdraw your declaration of consent:**

You have the right to withdraw your consent at any time with effect for the future. This means that the legality of the processing that has taken place based on the consent until the revocation is not affected. The declaration of revocation can be made informally and does not



require any justification. If you withdraw your consent, you will not suffer any disadvantages as a result.

**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 **rectify** 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.

Furthermore, you can exercise your right to **data portability under the** conditions of Art. 20 GDPR.

To exercise your above-mentioned rights, please contact:

Leuphana Universität Lüneburg  
Leuphana Sona Administrator  
meikelUniversitätsallee 1  
21335 Lüneburg  
E-mail: sonasys@leuphana.de

If you have any further questions, please contact our data protection officer.

If you have a data protection complaint, please contact a data protection authority of your choice. The authority directly responsible for Leuphana University of Lüneburg is

Der Landesbeauftragte für den Datenschutz Niedersachsen  
Prinzenstrasse 5  
30159 Hanover.  
E-mail: poststelle@ldf.niedersachsen.de

**[Declaration of consent]**

**By clicking on the "Request Account" button, I consent to the processing of my personal data in accordance with the description of [data processing in the data protection information](#) and in awareness of my rights stated therein.**