

General conditions of participation for international students in the shadowing program

1. Application

The application for the shadowing program of the Career Service of the Leuphana University of Lüneburg must be made in writing by sending the application form and a CV by email to “careerservice@leuphana.de”. The application form must be completed in full and bear a legally valid signature. Receipt of the application does not constitute a claim to participation.

2. Matching

After registration, Career Service will try to arrange one (or, if the student wishes, several) match(s) for the student with companies cooperating in the program. The selection of a company is made in consultation between Career Service and the student. The contact with the company after the matching is made by the student.

3. Evaluation

Upon completion of the shadowing day, the student agrees to complete the evaluation form provided by Career Services and return it via email to “careerservice@leuphana.de”.

4. Costs

Participation in the job shadowing program is free of charge for students. Any travel expenses incurred are the responsibility of the student.

5. Liability

The Career Service does not assume any liability.

6. Contact

Career Service
Universitätsallee 1, C40.M25
21335 Lüneburg
04131/677-1779
careerservice@leuphana.de

7. Privacy

Please note the enclosed information on data protection.

8. Acknowledgement of the conditions of participation

By registering, the student accepts the conditions of participation as binding for him/herself.

9. Place of performance and jurisdiction

The place of performance and jurisdiction is Lüneburg, provided that both parties to the contract are merchants, legal entities under public law or special funds under public law. All legal relationships between companies and Career Service shall be governed by German law.

(Date, signature)



Privacy Policy pursuant to Art. 13 and 21 GDPR

Data protection is important to us. We process your personal data (hereinafter referred to as “data”) in accordance with the legal provisions and would like to do so in a transparent manner. We would therefore like to outline in this privacy policy which data we process, as well as for what purposes and based on which legal provisions we do so. We will also provide you with information about contact partners and on your rights in connection with data processing.

Name and contact details of the controller:

Leuphana Universität of Lüneburg
represented by its president
Universitätsallee 1
21335 Lüneburg

Contact details of the data protection officer:

Leuphana Universität of Lüneburg
- data protection officer -
Universitätsallee 1
21335 Lüneburg

E-Mail: dsb@leuphana.de

Purpose and legal basis for data processing:

- 1) We use your applicant data (name, address, e-mail address, telephone number, curriculum vitae and letter of motivation) for the performance of the task, which is in the public interest, of implementing the "Job Shadowing International" program for the preparation for a professional activity. The data processing is necessary for the performance of this task.

The legal basis for this processing is Section 3 p. 1 no. 1 of the Lower Saxony Data Protection Act (NDSG), Article 6 (1) p. 1 letter e, (2) and (3) of the Basic Data Protection Regulation (DSGVO) in conjunction with Section 3 (1) p. 1 no. 2 of the Lower Saxony Higher Education Act (NHG).

- 2) Furthermore, we use your e-mail address to inform you about upcoming Career Service events. The legal basis for this processing is § 3 p. 1 no. 1 NDSG, Article 6 section 1 p. 1 letter e, section 2 und 3 DSGVO in conjunction with § 3 section 1 p. 1 no. 10 NHG.

General information:

Even if you do not exercise the rights below, we will only store your data for as long as is necessary for the above-mentioned purposes. This shall not apply if a longer storage or



retention period is required under statutory provisions or is necessary for the enforcement of rights within the statutory limitation periods. If data is only still stored for the above-mentioned purposes, access to such data shall be restricted to the extent necessary for said purposes.

We shall not disclose your data to outside parties and shall only make them available to those members of staff who require them in the fulfilment of their duties. This shall not apply if we are legally required to disclose such data. We also reserve the right to have some of these activities carried out by third-party providers if such providers provide sufficient safeguards to ensure that suitable technical and organisational measures are implemented in such a way that data processing complies with the legal requirements and the protection of your rights is guaranteed.

Please note that the provision of your data is neither a statutory nor a contractual requirement. If you do not provide these data, you will not be able to participate in the program "Job Shadowing international" of the Career Service of the Leuphana University of Lüneburg.

No automated decision-making, including profiling, as set out in article 22(1) and (4) GDPR takes place.

Your right to object pursuant to article 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 shall stop processing such data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or processing is for the establishment, exercise or defence of legal claims.

Insofar as we process your data for the purpose of direct marketing, you have the right to object at any time to the processing of personal data concerning you for the purpose of such marketing, without having to provide a reason. If you object to processing for direct marketing purposes, the data will no longer be processed for these purposes.

Your other rights:

You have the right to obtain from us **confirmation** as to whether or not personal data concerning you are being processed, and, where that is the case, access to those personal data. Alongside a copy of the data, this right of access also includes the purposes of data processing, the recipients of the data and the period for which data are to be stored.



You also have the right to obtain from us, without undue delay, the **rectification** of any inaccurate personal data concerning you. If the legal requirements according to Art. 17 or 18 DSGVO are met, you also have the right to immediate **deletion** or restriction of the processing of the data. Please note that restricted processing of the data may not be possible.

To exercise the above rights, please contact:

Leuphana Universität Lüneburg
Career Service
Universitätsallee 1
21335 Lüneburg

E-Mail: careerservice@leuphana.de

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

For any complaints concerning data protection, please contact:

Die Landesbeauftragte für den
Datenschutz Niedersachsen
Prinzenstraße 5
30159 Hannover.

E-Mail: poststelle@lfd.niedersachsen.de