



# PRIVACY NOTICE FOR THE OPENING WEEK (NOT LEGALLY BINDING)

This is merely a translation for convenience sake of the German document. Only the German version is legally binding.

Data protection is a special concern for us. We process your personal data (hereinafter referred to as "data") in accordance with the legal requirements and would like to do so in a transparent manner. Therefore, we would 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 is done. In addition, you will 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  
- Datenschutzbeauftragter -  
Universitätsallee 1  
21335 Lüneburg

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

When visiting the Leuphana website, please take note of our general data protection information of the website in addition to this notice.

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

- 1) We use your student email address to send invitations to Opening Week 2024. This is necessary for the implementation of Opening Week and thus for the performance of the task, which is in the public interest, to maintain and develop the sciences through teaching and study. The legal basis for this processing is Section 3 p. 1 no. 1 of the Lower Saxony Data Protection Act (NDStG), 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. 1 of the Lower Saxony Higher Education Act (NHG).
- 2) Registration procedure



- a. In order to carry out the registration process for Opening Week 2024 and to assign participants to groups according to their needs via eveno, we use your full name and title, your e-mail address to contact you, and your enrollment number for verification. Furthermore, you have the option to indicate a topic preference and whether you would prefer to be in a German- or English-speaking group.  
We will use your mobile phone number together with your name to contact you if we need to inform you about organizational matters at short notice during the event, e.g. to be able to make arrangements with you in case of an emergency. This data will only be given to the responsible tutor in case of a justified individual request. The number will be deleted immediately within 2 weeks after the end of Opening Week.  
This data processing is necessary for the performance of the public interest task of planning and implementing Opening Week. The legal basis for this processing is § 3 S. 1 Nr. 1 NDSG, Art. 6 Abs. 1 S. 1 Letter e, Abs. 2 und 3 DSGVO iVm. § 3 Abs. 1 S. 1 Nr. 1 NHG.
  - b. If you register as a tutor, we collect your name, your project request and your willingness to moderate a group of internationals for the purpose of event organization. In addition, we collect your Leuphana email address for contacting you and your mobile phone number for contacting you in urgent cases. This data processing is necessary for the performance of the task of planning and conducting the event, which is in the public interest. The legal basis for this processing is § 3 S. 1 Nr. 1 NDSG, Art. 6 Abs. 1 S. 1 Letter e, Abs. 2 und 3 DSGVO iVm. § 3 Abs. 1 S. 1 Nr. 1 NHG.
  - c. If you participate in Opening Week as a speaker, we will use your name, publicly available biographical information, and the nature and extent of your participation as a speaker on the event website to inform the (university) public about the content of Opening Week. In addition, we will optionally share the content on our social media channels after consultation with the respective speakers. The publication is necessary for informing the public about the university's tasks that are in the public interest. The legal basis is § 3 S. 1 Nr. 1 NDSG, Art. 6 Abs. 1 S. 1 Buchstabe e, Abs. 2 und 3 DSGVO iVm. §§ 17 Abs. 3, 3 Abs. 1 S. 1 Nr. 10 NHG.
- 3) During Opening Week events, you can work on your project within your group. For this purpose, we link your project group in AcademicCloud, where a folder is available to your project group. You may be required to use your Leuphana account to log in to the services. These data processing operations are necessary for the performance of the public interest task of planning and conducting the event. The legal basis for this processing is § 3 S. 1 Nr. 1 NDSG, Art. 6 Abs. 1 S. 1 Letter e, Abs. 2 und 3 DSGVO iVm. § 3 Abs. 1 S. 1 Nr. 1 NHG.



The results created in your group can be published via the Leuphana website after completion. In this context, your name and participation can also be published via the platform.

- 4) To the extent that you participate in the work on your project within your group or as a speaker via videoconference, you may do so **via Zoom (55 Almaden Boulevard, 6th Floor, San Jose, CA 95113; email: info@zoom.us)**. We will use your credentials (title, name, and email address) to invite you to join the video conference via Zoom at your request. If you participate via your own device, we process the following meeting data via Zoom to provide the service: Meeting topic and duration, start and end (time) of participations, meeting description (optional), chat status, participant IP addresses, Mac addresses and other device IDs if applicable; approximate location to connect to the nearest data center; device/hardware information such as device type, operating system type and version, client version, camera type, microphone or speaker, connection type, and audio and video data if applicable, to the extent you enable/turn on your camera and microphone. Your selected username, audio and video data will be displayed to the participating people, if applicable. Please note that when downloading the application, data may be collected by Zoom over which we have no control. You can find more information from Zoom on this at:

<https://zoom.us/privacy.html>

We use Zoom's end-to-end encryption as much as possible, so Zoom itself does not get to see the content of the video session. This may not be available in individual cases, e.g. when using breakout rooms. The use of Zoom is necessary due to its performance, especially for participants from rural areas for the implementation of the event for lack of suitable alternatives.

We process this data in order to provide you with interactive participation via video conference as part of teaching. The legal basis for this processing is § 3 S. 1 Nr. 1 NDSG, Art. 6 Abs. 1 S. 1 Buchstabe e, Abs. 2 und 3 DSGVO iVm. § 3 Abs. 1 S. 1 Nr. 1 NHG.

In this context, we would like to point out that this data may also be partially processed by Zoom in the USA. You can find more information below in the section "Transfer to third countries".

In addition, we refer to the general data protection information for members of Leuphana on Zoom at

[https://www.leuphana.de/fileadmin/user\\_upload/portale/lehre/09\\_Support\\_und\\_Tools/12\\_Digitale\\_Plattformen\\_und\\_Tools/Zoom\\_Datenschutz\\_Hinweise.pdf](https://www.leuphana.de/fileadmin/user_upload/portale/lehre/09_Support_und_Tools/12_Digitale_Plattformen_und_Tools/Zoom_Datenschutz_Hinweise.pdf)

Members of Leuphana University Lüneburg can download the Zoom application via the Leuphana intranet.

- 5) During the event, images and videos will be recorded by our service providers. The recordings may be shown at the closing event of Opening Week and will also be published on the university's social media sites, on the Leuphana website and on YouTube. The publication is necessary for informing the public



about the tasks of the university that are in the public interest. The legal basis is § 3 S. 1 Nr. 1 NDSG, Art. 6 Abs. 1 S. 1 Buchstabe e, Abs. 2 und 3 DSGVO iVm. §§ 17 Abs. 3, 3 Abs. 1 S. 1 Nr. 10 NHG. Please mark yourself with a sticker/button if you do not wish to be photographed/filmed. We will then delete the respective images immediately in post-production.

- 6) We use your Leuphana email address to inform you regularly about Leuphana College events and job postings. The legal basis for this processing is § 3 S. 1 Nr. 1 NDSG, Art. 6 Abs. 1 S. 1 Letter e, Abs. 2 und 3 DSGVO iVm. § 3 Abs. 1 S. 1 Nr. 10 NHG.

#### **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, in derogation thereof, a longer storage or retention period is required by law or is necessary for legal enforcement within the statutory limitation periods. If data is only retained for the aforementioned purposes, data access is limited to the extent necessary for this purpose. As a matter of principle, we keep your data to ourselves and make it available only to those employees who need it for their work within the scope of fulfilling their tasks. This does not apply if we are required by law to disclose it. In addition, we reserve the right to have some of these activities, such as the implementation of the registration process, carried out by third-party providers, provided that they offer sufficient guarantees that appropriate technical and organizational measures are implemented in such a way that the data processing is carried out in accordance with legal requirements and ensures the protection of your rights. The following third-party providers are used by us in connection with the organization and implementation of Opening Week 2024:

a) Event management software and registration process:

Eveeno  
Andreas Bothe  
Ellenbogen 8  
91056 Erlangen

b) Video conference system

Zoom - San Jose Headquarters  
55 Almaden Boulevard, 6th Floor,  
San Jose, CA 95113  
USA

c) YouTube

Google Ireland Limited  
Gordon House, Barrow Street  
Dublin 4  
Irland

d) AcademicCloud



Gesellschaft für wissenschaftliche Datenverarbeitung mbH Göttingen  
Am Faßberg 11  
37077 Göttingen

If data is transferred to the USA when using the service providers, this is done in accordance with Art. 46 para. 2 letter c) DSGVO via standard contractual clauses (SCC), which have been provided by the EU Commission.

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, you will not be able to participate in the start week and you will not be able to continue the potential project work in the Leuphana semester after the event.

Automated decision-making including profiling as defined in Art. 22 (1) and (4) DSGVO does not take place.

#### **Transmission to third countries:**

We use service providers such as YouTube (Google) or Zoom for the processing mentioned above. We would like to point out that data may be processed outside the area of the European Union through the transfer to the aforementioned service providers. In particular, there is the possibility that data is stored on servers in the USA or that security authorities access the data at subsidiaries of US parent companies. There is then the possibility in exceptional cases that your data may be processed by US authorities. This may result in risks for you because, for example, it could make it more difficult to enforce your rights, as there are no sufficient official or judicial legal protection options against such processing. For these reasons, the European Court of Justice has deemed the level of data protection in the U.S. to be inadequate when measured against EU standards of the GDPR.

A use of the services thus affected is therefore made with regard to the exceptional transfer to a non-European third country on the basis of standard contractual clauses pursuant to Art. 46 (2) (c) DSGVO. In addition, we have taken special protective measures.

#### **Your right to object according to Art. 21 DSGVO:**

Insofar as we process your data for purposes in the public interest, you have the right to object to the processing of your personal data at any time on grounds relating to your particular situation. You also have the option of being given a colored badge by the organization team at the start of the event and using this identification to prevent yourself from being shown in photos or recorded on videos.

As a result of your objection, 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 serves to assert, exercise or defend legal claims.

Insofar as we process your data for the purpose of direct marketing (see section 7), you have the right to object at any time to the processing of personal data relating to 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 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 without delay. If the legal requirements according to Art. 18 DSGVO are met, you also have the right to restrict the processing of the data. Please note that restricted processing of the data may not be possible. Insofar as we process your data in accordance with clauses 1, 2, 3, 4, 6, 7, you also have the right to immediate deletion of your data in accordance with Art. 17 DSGVO.

For all other data processing, to exercise your rights, please contact:

Leuphana Universität Lüneburg  
Sven Prien-Ribcke  
Universitätsallee 1  
21335 Lüneburg

E-Mail: [sven.prien-ribcke@leuphana.de](mailto:sven.prien-ribcke@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 a data protection authority of your choice. Directly responsible for Leuphana University of Lüneburg is

The State Commissioner for  
Data Protection Lower Saxony  
Prinzenstrasse 5  
30159 Hanover.

E-Mail: [poststelle@lfd.niedersachsen.de](mailto:poststelle@lfd.niedersachsen.de)