



PRIVACY POLICY

GRADUATE KICK-OFF 2022

Data protection is very important to us. We process your personal data (henceforth referred to as "data") in accordance with the legal requirements and we are striving to do this as transparently as possible. Therefore, we would like to introduce you to the data protection information including the explanation of which data we process, and the purpose and the legal basis. In addition, you will receive information about contact persons and your rights regarding data processing.

Name and contact details of the person responsible:

Leuphana University Lüneburg
represented by the President
Universitätsallee 1
21335 Lüneburg

Contact details of the data protection officer:

Leuphana University Lüneburg
- Data protection officer -
Universitätsallee 1
21335 Lüneburg

E-mail: dsb@leuphana.de

Please familiarize yourself additionally with our general data protection information of the website, while visiting the Leuphana website.

Purposes and legal bases of data processing:

- 1) We use your contact data (title, name, e-mail address, country of current residence), as well as your individually created password for the following activities: Organization and registration as well as demand-oriented design and implementation of the event. We use your data in the context of digital registration and organization for the Graduate Kick-Off 2022 at Leuphana University of Lüneburg. Therefore, we are using an online form and a closed participant area. The purpose of the data processing is to create master students an organized and informative start to their studies at the Graduate School. The processing is necessary for the organization and needs-based design of the individual event components (workshops, etc.).

The legal basis is § 3 S. 1 Nr. 1 Lower Saxony Data Protection Act (NDSG), Art. 6 para. 1 S. 1 letter e, para. 2 and 3 General Data Protection Regulation (GDPR) in conjunction with. § Section 3 (1) No. 1 Lower Saxony Higher Education Act (NHG).



- 2) We use your student e-mail address for the so-called double opt-in procedure as a part of your registration for the Graduate Kick-Off. This suggests that after your registration, we will send you an e-mail to the e-mail address you provided, in which we will ask you to confirm that you would like to set up a user account to register for the event. If you do not confirm your registration within 7 days, your Graduate Kick-Off registration account will be denied and will be deleted at least 2 months after your registration. In addition, we will save the information of the registration and verification along with your used e-mail address and, if applicable, your IP address. The purpose of this data processing is to provide proof of your registration and to be able to clarify any possible misuse of your personal data. The legal basis for this data processing is Art. 6 para. 1 S. 1 letter c GDPR in conjunction with Art. 5 para. 2 and Art. 7 para. 1 GDPR.

- 3) The first day of the Graduate Kick-Off will be exclusively scheduled online via the **Zoom** videoconferencing service (**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 the video conference via Zoom at your request. If you participate using your own device, we process the following meeting data to provide the service by Zoom: Meeting topic and duration, start and end (time) of participation, 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, as far as you enable/turn on your camera and microphone. If applicable, your selected username, audio, and video data will be displayed to the participating people. Please note for the download of the application, data may be collected by Zoom over, which is beyond our control. You can find more information regarding Zoom at:

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

We use Zoom's end-to-end encryption to the greatest extent possible so that Zoom itself does not gain any insight into the content of the video session. This is unfortunately not currently technically possible in some cases, e.g. when using breakout rooms. The use of Zoom is necessary because of the efficiency, especially for participants located in rural areas to realize the event in the absence of suitable alternatives.

We process this data to enable you to participate interactively via video conference at the Graduate Kick-Off. The legal basis for this processing is § 3 S. 1 Nr. 1 NDSG, Art. 6 para. 1 S. 1 letter e, Para. 2 and 3 GDPR in conjunction with § 17 para. 1 para. 3 und § 3 para. 1 S. 1 Nr. 1 NHG.

In this context, we would like to inform you that this data may also be partially processed by Zoom in the USA. For more information, please have a look at the paragraph "Transfer to third countries" on the next page.



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

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

- 4) During the Graduate Kick-Off days on campus, we are going to create photo and video recordings. The recordings will be published on the university's social media sites, on the Leuphana website, and YouTube. The publication is necessary to inform 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 para. 1 S. 1 letter e, para. 2 and 3 GDPR in conjunction with §§ 17 para. 3, 3 para. 1 S. 1 Nr. 10 NHG. If you do not want to be photographed, please use one of the provided stickers/buttons to make yourself recognizable. We will delete the respective images immediately in post-production.
- 5) We are going to use your Leuphana email address to inform you regularly about events and job offers at the Graduate School. The legal basis for this processing is § 3 S. 1 Nr. 1 NDSG, Art. 6 para. 1 S. 1 letter e, para. 2 and 3 GDPR in conjunction with § 3 para. 1 S. 1 Nr. 10 NHG.

General information:

Although you do not make use of your rights below, your data will not be stored for any longer than necessary for the purposes mentioned above. This policy is not applicable if 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 necessary extent for this purpose.

As a matter of principle, we keep your data confidential and only provide it to those employees who need it to do their work within the scope of fulfilling their tasks. This does not apply if we are required by law to share the data. In addition, we reserve the right to arrange some of these activities, such as the implementation of the registration process, by external providers. These providers have to offer sufficient guarantees which ensure appropriate technical and organizational measures to process data in line with the legal requirements and ensure the protection of your rights.

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 Graduate Kick-Off.

Automated decision-making including profiling in the sense of Art. 22 (1) and (4) GDPR does not take place.

Transfer to third countries:

We use service providers such as YouTube or Zoom for the data processing mentioned above. We would like to point out that data may be processed outside the area of the European Union as a result of 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 from subsidiaries of US parent companies. In exceptional cases, there is the possibility that your data may be processed by US authorities. Furthermore, you may be faced with potential risks of, for example, difficulties to enforce your rights, as there are no sufficient official or judicial means of legal protection against data processing. For these reasons, the European Court of Justice has deemed the level of data protection in the U.S. to be inadequate when compared to EU standards of the GDPR.

Any use of these affected services is therefore performed based on standard contractual clauses according to Art. 46 (2) (c) GDPR concerning the exceptional transfer to a non-European third country. In addition, we have taken special protective measures.

Your right to object according to Art. 21 GDPR:

In case we are processing your data for public interest purposes, you have the right to object to the processing of your personal data at any time for any reason related to your particular situation. Furthermore, you can ask the organizing team for a colored badge at the beginning of the event to make sure you are not shown in photos or videos.

After your objection, we will no longer process this data unless we can prove compelling legitimate grounds for the processing that outweigh your interests, rights and freedoms, or the data is necessary for the assertion, exercise or defence of legal claims.

If we process your data for direct marketing, you have the right to object at any time to the processing of personal data for that kind of advertisement without any reason. In case 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** regarding the processing of your data. In addition to a copy of the data, this right also includes information about the data processing purposes, the data recipients and the storage period.

If incorrect data is processed, you can request that we **correct** this data without delay. If you meet the legal requirements according to Art. 18 GDPR, you additionally have the right to **restrict the processing of** the data. Please note that restricted processing of the data may not be possible. Regarding the data processing according to item 1,3,4,5, you also have the right to the immediate **deletion of** your data according to Art. 17 GDPR.

In order to claim your rights, please contact:

Leuphana University Lüneburg
Tom Kleist
Universitätsallee
21335 Lüneburg

E-mail: tom.kleist@leuphana.de

In the event of further questions, our data protection officer will be happy to assist you.

In case 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 Representative for the
Data protection Lower Saxony
Prinzenstrasse 5
30159 Hannover.
E-mail: poststelle@lfd.niedersachsen.de