



Data protection notices according to Art. 13 and 21 GDPR

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 what 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 responsible:

Leuphana University Lüneburg
represented by the President
University avenue 1
21335 Lüneburg

Contact details of the data protection officer:

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

E-mail: datenschutz@leuphana.de

Purposes and legal bases of data processing:

- 1) We use your contact data (name, title, e-mail address or telephone number, language and course of study) and the basic information about your request for the allocation of appointments of the student advisory service and thus for the performance of the task, which is in the public interest, to offer comprehensive advice about the content, structure and requirements of a course of study. The data processing is necessary for the fulfillment of this task.
The legal basis for this processing is § 3 S. 1 Nr. 1 Niedersächsisches Datenschutzgesetz (NDSG), Art. 6 para. 1 S. 1 letter e, para. 2 and 3 Data Protection Regulation (GDPR) in conjunction with § 1 para. 1 Niedersächsisches Verwaltungsverfahrensgesetz (NVwVfG) in conjunction with § 25 para. 2 NVwVfG or § 6 para. 5 Niedersächsisches Hochschulgesetz (NHG) or § 14 Hochschulrahmengesetz (HRG).
- 2) If you request a personal individual consultation or one via electronic communication channels (telephone / Adobe Connect), we also collect the following personal data as part of the creation of consultation protocols: Type (open/closed) and duration as well as date and time of counseling, attendance, semester of study, status, university entrance qualification, follow-up appointment. This data processing is necessary for the fulfillment of the task in the public interest, the offer and implementation of student counseling. The legal basis for this processing is § 3 S. 1 Nr. 1 Niedersächsisches Datenschutzgesetz (NDSG), Art. 6 para. 1 S. 1 letter e, para. 2 und 3 Datenschutzgrundverordnung (DS-GVO) iVm. § 1 para. 1 Niedersächsisches Verwaltungsverfahrensgesetz (NVwVfG) i.V.m. § 25 (2) NVwVfG or § 6 (5) Niedersächsisches Hochschulgesetz (NHG) or Section 14 Hochschulrahmengesetz (HRG).



- 3) We use your contact data according to item 1 and, in addition, information on the type (open/closed) and duration of the counseling, as well as the counseling language for the study counseling within the framework of the open consultation hours. This data processing also serves the performance of the task in the public interest of offering and conducting study counseling. The legal basis for this processing is also § 3 p. 1 no. 1 Niedersächsisches Datenschutzgesetz (NDSG), Art. 6 para. 1 p. 1 letter e, para. 2 and 3 Datenschutzgrundverordnung (DS-GVO) in conjunction with § 1 para. 1 Niedersächsisches Verwaltungsverfahrensgesetz (NVwVfG) in conjunction with. § 25 (2) NVwVfG or § 6 para. 5 Niedersächsisches Hochschulgesetz (NHG) or § 14 Hochschulrahmengesetz (HRG).
- 4) If you wish to have a consultation via videoconference, you can do so using a current browser. If you wish to participate, we will use your login data (title, name and e-mail address) to invite you to the video conference via DFNconf (Pexip) at your request. Registration with the service is not required as a participant.

The service is provided to us as a member of the Verein zur Förderung eines Deutschen Forschungsnetzes e.V. - DFN-Verein, Alexanderplatz 1, 10178 Berlin. For more information on data protection for the DFNconf service, please visit <https://www.conf.dfn.de/datenschutz/> and read the section "The DFNconf service".

If you participate via your own device, DFNconf processes the following meeting data to provide the service:

IP address, time, meeting room number and meeting room name PIN (time-limited if system-side debugging is required), system identifier (browser type, operating system), name of participant or name of institution (the participant can influence this data), and audio and video data, if applicable, if you enable/disable your camera and microphone. Your selected username, audio and video data will be displayed to the participating persons, if applicable. The processing is necessary for the performance of consultations via video conferencing. The legal basis for this processing is § 3 p. 1 no. 1 Niedersächsisches Datenschutzgesetz (NDSG), Art. 6 para. 1 p. 1 letter e, para. 2 and 3 Basic Data Protection Regulation (GDPR) in conjunction with § 1 para. 1 Niedersächsisches Verwaltungsverfahrensgesetz (NVwVfG) in conjunction with § 25 Section 2 NVwVfG or § 6 Section 5 Niedersächsisches Hochschulgesetz (NHG) or § 14 Hochschulrahmengesetz (HRG).



- 5) If you would like to request a consultation via Zoom, or participate in an event via Zoom, you may do so from home via Zoom (55 Almaden Boulevard, 6th Floor, San Jose, CA 95113; email: info@zoom.us). If you wish to participate, we will use your registration information (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 processed the following meeting data through 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 share/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 about this at:

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

We process this data on the basis of your voluntarily declared consent. The legal basis is therefore Art. 6 para. 1 sentence 1 letter a) of the General Data Protection Regulation (DSGVO).

In addition, we refer to the general data protection information 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

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. Insofar as 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 only make it available to those employees who need it for their work within the scope of fulfilling their tasks. This does not apply if we are legally obligated to disclose it. In addition, we reserve the right to have some of these activities 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.

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 unfortunately not be able to use the student advisory service.

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



Transfer to third countries

We use the service provider Zoom within the scope of an order processing relationship to conduct a video conference via Zoom (see no. 4 above). Zoom is a U.S. company, so that it cannot be ruled out that personal data may end up in the U.S., where there is no comparable high standard of data protection as in the EU. For example, the company is not subject to external supervision by bodies comparable to the European data protection authorities. Furthermore, the legal options for data subjects to influence data processing or obtain information are less extensive than in the scope of the GDPR. This also applies to the limited legal protection options for EU citizens in the USA. Moreover, there are no specific safeguards pursuant to Art. 46 f. GDPR to compensate for any deficits. This also applies in particular with regard to access to the data by other government agencies such as security authorities. We process and transmit your data only if you have consented to the processing and transmission as indicated below. Therefore, with regard to the exceptional transfer to a non-European third country, Zoom will only be used after you have given your consent in accordance with Art. 49 (1) (a) DSGVO.

Your right to object according to Art. 21 DSGVO:

Where we process your data for the performance of tasks in the public interest, you have the right to object to the processing of personal data relating to you at any time on grounds relating to 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 the processing serves to assert, exercise or defend legal claims.

Your right of revocation according to Art. 7 para. 1 sentence 1 DSGVO

If we process your data on the basis of your consent, 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 other 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. 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.



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

To exercise your above rights, please contact:

Leuphana University Lüneburg
Tom Kleist / Julia Heubel
Universitätsallee 1
21335 Lüneburg

E-mail: tom.kleist@leuphana.de / julia.heubel@leuphana.de

If you have any complaints regarding data protection, please contact the data protection authority of your choice.

Directly responsible for Leuphana University of Lüneburg:

The State Representative for the
Data protection Lower Saxony
Prinzenstrasse 5
30159 Hanover.

E-mail: poststelle@lfd.niedersachsen.de