

DATA PROTECTION INFORMATION ACCORDING TO ART. 13 AND 21 DSGVO

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 this 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 University of Lüneburg represented
by the President
Universitätsallee
121335 Lüneburg

Contact details of the data protection officer:

Leuphana University Lüneburg
- Data Protection Officer -
University avenue 1
21335 Lüneburg

E-mail: dsb@leuphana.de

PURPOSES AND LEGAL BASES OF DATA PROCESSING:

1) Application, examination and granting

We use the following data from you in the context of the application, review and granting of funding for doctoral candidates and postdocs from the Leuphana University of Lüneburg Qualification Fund:

- a) Name, first name
- b) Postal address
- c) Leuphana email address
- d) Status (doctoral candidate or postdoc)
- e) Matriculation number (doctoral students only)
- f) (Working) title of the dissertation (doctoral candidates only)
- g) Designation of the research field (postdocs only)
- h) Requested funding measure
- i) Surname, first name of the other applicants in the case of joint participation (only for the funding measure *Active Conference Participation*)
- j) Details of the funding measure applied for
- k) If the funding measure is combined with a private stay: period of the private stay, number of days of the private stay and, in the case of air travel, the amount of the flight costs
- l) Data from evidence of eligibility
- m) Data from cost documents: invoices, bank statements or booking instructions
- n) Amount of the actual costs of the funding measure
- o) Account details



The processing is carried out for the performance of the task in the public interest, the promotion of young academics and artists for a specific purpose. The data processing is necessary for the fulfilment 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 17 (4) in conjunction with Section 3 (1) sentence 1 no. 3 of the Lower Saxony Higher Education Act (NHG) in conjunction with No. 6 sentence 3 of the Presidential Guidelines for the Allocation of Funds from the Qualification Fund of Leuphana University Lüneburg.

2) Provision of web browser based application form

For simplified and standardised application and application processing, we provide you with a web browser-based form. For this purpose, in addition to the application data mentioned under 1), we collect and store the technical data transmitted by your browser when you call up the form (e.g. IP address, the date and time of the page access, the URL called up) as part of the provision of an online form for creating and submitting an application for funding from the Leuphana University of Lüneburg Qualification Fund. We use the technical data transmitted by your browser to prevent misuse of our website and to provide you with a trouble-free and optimal visit to our browser-based form. The technical data is deleted 7 days after collection and is not merged with the application data. The application data will be deleted from the web server no later than 30 days after your application has been forwarded to the internally responsible employees for checking.

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. § 17 Abs. 4 iVm. § 3 Abs. 1 Satz 1 Nr. 3 NHG iVm. Ziffer 3 der Präsidiumsrichtlinie zur Vergabe von Mitteln aus dem Qualifizierungsfonds der Leuphana Universität Lüneburg.

3) Evaluation

In addition, we use the following data from you for the internal evaluation of the funding measures:

- a) Status (doctoral candidate or postdoc)
- b) Faculty
- c) Gender
- d) Requested funding measure
- e) Date of receipt of the application
- f) Form of the funding measure (on-site / digital)
- g) Country in which the funding measure takes place
- h) Total costs requested
- i) Formal funding recommendation (fully eligible / eligible / not eligible)
- j) Amount of the funding recommendation
- k) Funding decision (approved / rejected / withdrawn)
- l) Amount of funds granted
- m) Amount of funds disbursed
- n) Amount of the actual costs of the funding measure



The processing is carried out for the performance of the task, which is in the public interest, of assessing the research activities, the range of studies and the course of studies in the field of young academics and artists at the university. The data processing is necessary for the performance of this task. 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. § 17 Abs. 2 NHG iVm. Ziffer 6 Satz 4 der Präsidiumsrichtlinie zur Vergabe von Mitteln aus dem Qualifizierungsfonds der Leuphana Universität Lüneburg.

The above-mentioned evaluation data are anonymised as soon as the purpose of the evaluation allows this. For this purpose, the data is anonymised before it is passed on to the recipient offices within the university, so that a reference to a person can no longer be established. The legal basis for anonymisation is Art. 6 para. 1 sentence 1 letter c) DSGVO in conjunction with Art. 5 para. 1 letter e) DSGVO.

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 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 obliged to disclose it.

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, this will mean that your application cannot be processed or may be rejected.

Automated decision-making including profiling within the meaning of Art. 22 (1) and (4) DSGVO does not take place.

Your right to object according to Art. 21 DSGVO:

You have the right to object to the processing of personal data concerning 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 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.

To exercise your above rights, please contact:



Leuphana University Lüneburg
Graduate School
Universitätsallee 1
21335 Lüneburg
gradschool.qf@leuphana.de

If you have any further questions, our data protection officer will be happy to advise you.

If you have a data protection complaint, please contact the data protection authority of your choice.
Directly responsible for Leuphana University of Lüneburg:

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

E-mail: poststelle@lfd.niedersachsen.de