



Data Protection Notice for Applicants according to Articles 13 and 21 GDPR

We are pleased that you decided to apply for a position advertised by Leuphana University Lüneburg. Data protection is of particular concern to us. We process your personal data (hereinafter referred to as "data") in accordance with the legal requirements. For the purposes of transparency, we provide the following data protection notice to briefly explain which kinds of data we process, for which purposes and on which legal basis. You will additionally find information about contact persons as well as your rights with regard to data processing.

Name and contact information of the controller:

Leuphana Universität Lüneburg
vertreten durch den Präsidenten
Universitätsallee 1
21335 Lüneburg

Contact information of the Data Protection Officer:

Leuphana Universität Lüneburg
- Datenschutzbeauftragter -
Universitätsallee 1
21335 Lüneburg
E-Mail: datenschutz@leuphana.de

Purpose, circumstances and legal bases of data processing:

1. We collect and process the following data for the purpose of the administrative implementation of the appointment procedure:
 - Personal data (name, date of birth, address, gender, disability if applicable)
 - Contact information
 - Data and certificates on academic and professional career
 - Further personal information provided by you without request, if applicableThe legal basis for the processing operations mentioned above is Article 6(1), sentence 1(e) of the General Data Protection Regulation (GDPR) in conjunction with Article 88 GDPR in conjunction with § 12 Data Protection Act of Lower Saxony (NDSG).
2. For the preparation of the appointment proposal, your data according to section 1 will be forwarded to the selection committee, which is formed by the faculty council and also includes external members from other universities. The legal basis for this data processing is § 3, sentence 1(1) NDSG, Article 6(1), sentence 1(c) GDPR in conjunction with Article 88 GDPR in conjunction with § 26(2), sentence 1 Higher Education Act of Lower Saxony (Niedersächsisches Hochschulgesetz - NHG) in conjunction with § 7 of the appointment regulations for the appointment of professors and junior professors at Leuphana University Lüneburg.
3. In addition, the above-mentioned data is passed on to the Representative of Equal Opportunities (§ 20(1), sentence 1(3) and § 20(4) Equal Opportunities Act Lower Saxony (Niedersächsisches Gleichberechtigungsgesetz - NGG), the Representative for Severely Disabled Persons (§ 95(2), sentence 3 of the 9th Social Security Code (SGB IX) in conjunction with point 3.5 of the Severely Disabled Persons Directive (SchwbRI)) and the Staff Council (§ 60(2), sentence 1(1) Lower Saxony Staff Representation Act (NPersVG). The legal basis for the above-mentioned processing operations is Article 3, sentence 1(1) NDSG, Article 6(1), sentence 1(c) DSGVO in conjunction with Article 88 DSGVO in conjunction with the above-mentioned regulations.



4. In the further process of the appointment procedure, the data according to section 1 will be forwarded to the Senate, the Presidential Committee and the Board of Trustees of Leuphana University. In connection with the processing of your personal data in the context of these proceedings, your data will also be forwarded to third parties as committee members and, if necessary, external reviewers. The legal basis for this data processing is § 3, sentence 1(1) NDSG, Article 6(1), sentence 1(c) GDPR in conjunction with Article 88 GDPR in conjunction with § 26(2) NHG in conjunction with § 7 of the appointment regulations for the appointment of professors and junior professors to Leuphana University Lüneburg.

General information:

Your data will be stored for the duration of the appointment procedure and for a further three months after the appointment of a person to the advertised professorship. Afterwards the data will be deleted or returned. This deletion period does not apply if, contrary to this, a longer storage or retention period is required by law or is necessary for legal enforcement within the statutory limitation periods. If data is stored solely for the above-mentioned purposes, data access is limited to the extent necessary for this purpose.

As a matter of principle, we keep your data confidential and make them available only to the employees who need them to carry out their task. This does not apply if we are legally obliged to pass on such data. Any further disclosure to third parties will only take place within the framework of the above-mentioned processes (committees composed of external persons, use of external reviewers). In the case of a transfer to a third country (transfer of your data to a country outside the EU/EEA), your data will only be transferred if you have given separate consent.

We would like to inform you that the provision of your data is neither required by law nor by contract. If you do not provide your data, however, your application cannot be considered in the application and appointment procedure.

The assessment of incoming applications in the appointment procedure is based on lists. However, there is no automated decision making including profiling within the meaning of Article 22 (1 and 4) GDPR.

Your rights:

In accordance with Article 21 GDPR, you have the right to file an **objection** at any time for reasons arising from your particular situation, to the processing of your personal data according to section 1. In this case, we will no longer process your data unless we can demonstrate compelling reasons for processing which are worthy of protection and which outweigh your interests, rights and freedoms, or unless the processing serves to assert, exercise or defend legal claims.

Furthermore, you have the right to request information from us about the processing of your personal data. In addition to a copy of the data, this right of access also includes the purposes of the data processing, the data recipients and the storage period.



In case we processed incorrect data, you can request an immediate rectification of this data. If the legal requirements according to Article 18 GDPR are met, you also have the fundamental right to restriction of the processing of the data. As long as the data are processed according to section 1, you have the additional right to the immediate erasure of the data in accordance with Article 1 GDPR. Please note that under certain circumstances, it may not be possible to limit the processing of certain data.

To exercise your above rights, please contact:

Leuphana Universität Lüneburg
Berufungsmanagement
Universitätsallee 1
21335 Lüneburg
E-Mail: beko@leuphana.de

If you have any further questions, our Data Protection Officer will be pleased to advise you.

In the case of complaints regarding data protection, please contact

Die Landesbeauftragte für den
Datenschutz Niedersachsen
Prinzenstraße 5
30159 Hannover.
E-Mail: poststelle@lfd.niedersachsen.de