



# DATA PROTECTION INFORMATION ACCORDING TO ART. 13 GDPR

Data protection is of particular concern to us. We process your personal data (hereinafter "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 controller:	Contact details of the data protection officer:
Leuphana University of Lüneburg represented by the President Universitätsallee 1 21335 Lüneburg	Leuphana University of Lüneburg - Data Protection Officer - Universitätsallee 1 21335 Lüneburg E-mail: <a href="mailto:dsb@leuphana.de">dsb@leuphana.de</a>

## PURPOSES AND LEGAL BASIS OF DATA PROCESSING:

We use your e-mail address, the time of your registration and your confirmation together with your IP address and optionally your name as part of our newsletter. This data processing is carried out for the purpose of registering and sending the newsletter of the Communication department at Leuphana University of Lüneburg to prospective international students and on the basis of your voluntarily declared consent. The legal basis is therefore Art. 6 para. 1 sentence 1 letter a of the German Data Protection Regulation (GDPR).

### Newsletter registration

We use the so-called double opt-in procedure to register for our newsletter. This means that after your registration, we will send you an e-mail to the e-mail address you provided, in which we ask you to confirm that you wish to receive the newsletter. If you do not confirm your registration within 7 days, your information will be blocked and deleted after two months at the latest. For this purpose, the times of registration and confirmation are stored together with your IP address used. This is done for the purpose of proving your registration and to be able to clarify any possible misuse of your personal data.

Only your e-mail address is required. The provision of further, separately marked data is voluntary and is used to be able to address you personally.



### 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 necessary for the above-mentioned purposes. This does not apply if, in deviation from 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 only retained for the aforementioned purposes, access to the data is limited to what is 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 consent to the processing of your data, this will not have any negative consequences for you.

Automated decision-making including profiling as defined in Art. 22 para. 1 and 4 GDPR does not take place.

### Your right to revoke your declaration of 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.

You can revoke the revocation at any time by clicking on the link provided in every newsletter email, or by sending an email to [prospective.international.students@leuphana.de](mailto:prospective.international.students@leuphana.de).

### 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 being processed, you can demand that we correct this data without delay. If the legal requirements according to Art. 17 or 18 GDPR 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 can make use of your right to data portability under the conditions of Art. 20 GDPR.



To exercise your above rights, please contact:

Leuphana University of Lüneburg  
Rebecca Rachow  
University Communication  
Universitätsallee 1  
21335 Lüneburg  
[prospective.international.students@leuphana.de](mailto:prospective.international.students@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 Lüneburg is:

Die Landesbeauftragte für den  
Datenschutz Niedersachsen  
Prinzenstraße 5

30159 Hanover.

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