

DATA PROTECTION INFORMATION ACCORDING TO ART.13 GDPR

Data protection is of particular concern to us. We process your personal data (hereinafter referred to as "data") in accordance with the legal requirements and would like to organise this in a transparent manner. We would therefore 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. You will also receive information about contact persons and your rights in connection with data processing.

Contact details of the person responsible

Leuphana University of Lüneburg
- represented by the President - Uni-
versitätsallee 1
21335 Lüneburg

Contact details data protection officer

Leuphana University of Lüneburg
- Data Protection Officer -
Universitätsallee 1
21335 Lüneburg
E-Mail: dsb@leuphana.de

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 for and sending the newsletter of the Competence Centre for Teacher Training at Leuphana University of Lüneburg and 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 (GDPR).

NEWSLETTER REGISTRATION

We use the so-called double opt-in procedure to subscribe to our newsletter. This means that after you have registered, we will send you an e-mail to the e-mail address you have 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. 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 mandatory. 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 is necessary for the above-mentioned purposes. This does not apply if a longer storage or retention period is required by law or is necessary for the enforcement of rights within the statutory limitation periods. If data is only stored for the aforementioned purposes, data access is limited to the extent necessary for this purpose.

We generally keep your data to ourselves and only make it available to those employees who need it for their work as part of the fulfilment of their duties. This does not apply if we are legally obliged to pass it on.

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 within the meaning of Art. 22 (1) and (4) GDPR does not take

place.

YOUR RIGHT TO WITHDRAW YOUR DECLARATION OF CONSENT

You have the right to withdraw your consent at any time with effect for the future. This means that the lawfulness of the processing that has taken 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 withdraw your consent, you will not suffer any disadvantages as a result.

You can revoke your consent at any time by clicking on the link provided in every newsletter email or by sending an email to lehrservice@leuphana.de.

YOUR FURTHER 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 immediately. 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 it may not be possible to restrict the processing of data.

Furthermore, you can exercise your right to data portability under the conditions of Art. 20 GDPR.

To exercise your above-mentioned rights, please contact:

Leuphana University of Lüneburg
Dr Julia Webersik
Teaching Service
Universitätsallee 1
21335 Lüneburg webersik@leuphana.de

If you have any further questions, please contact our data protection officer at the above address.

Please contact a data protection authority of your choice if you have a data protection complaint. The authority directly responsible for Leuphana University of Lüneburg is

The State Commissioner for Data Protection
Lower Saxony Prinzenstraße 5
30159 Hanover.
poststelle@lfd.niedersachsen.de