



The German version is binding. The English version is a convenience translation for information purposes only.

PRIVACY NOTICE PURSUANT TO ART. 13 GDPR WITH DECLARATION OF CONSENT

We are committed to data protection. We process your personal data (hereinafter referred to as “data”) in accordance with statutory requirements and seek to do so in a transparent manner. This Privacy Notice briefly explains what data we process, for what purposes and on what legal basis. It also provides information on contact people and your rights in relation to data processing.

Name and contact details of the Controller

Leuphana Universität Lüneburg
vertreten durch den Präsidenten
Universitätsallee 1
21335 Lüneburg

Contact details of the Data Protection Officer

Leuphana Universität Lüneburg
– Datenschutzbeauftragter –
Universitätsallee 1
21335 Lüneburg

E-mail: datenschutz@leuphana.de

Purposes and legal bases of data processing

1. We process your registration data (name, email address, degree programme, semester standing, language the text is written in, type of consultation) in the pursuance of our educational work in the public interest and for the planning, scheduling and evaluation of writing consultations. We need this data to do our work. The basis for such data processing is your freely granted consent. The legal basis for the use of this data is § 3 S. 1 Nr. 1 Niedersächsisches Datenschutzgesetz (NDSG), Art. 6(1)(e) General Data Protection Regulation (GDPR), a regulation in EU law on data protection and privacy in the European Union, in combination with § 17 Abs. 2 and 3, § 3 Abs. 1 S. 1 Nr. 1 Niedersächsisches Hochschulgesetz (NHG).
2. We also collect other data to prepare and conduct individual consultations. This includes information on the specific reasons and expectations you have for scheduling an appointment (including the texts you have written and other information such as year of birth, linguistic background, personal approach to and reflection on writing academic texts). We use this information to tailor consultations to your individual needs. The basis for such data usage is your freely granted consent. The legal basis for the use of this data is Art. 6(1)(a) General Data Protection Regulation (GDPR), a regulation in EU law on data protection and privacy in the European Union.
3. If you request an online consultation, which we offer using the web conference service DFNConf or Zoom, we need your e-mail address to process your request and to work with you online. For the duration of the consultation, your IP address and content-related data generated during the consultation will be transmitted. However, protocol data will not be saved. The basis for such data processing is your freely granted consent. The legal basis for the use of this data is Art. 6(1)(a) GDPR.

General information

Even if you do not exercise the rights below, we will only store your data for as long as is necessary for the above-mentioned purposes. This shall not apply if a longer storage or retention period is required under statutory provisions or is necessary for the enforcement of rights within the statutory limitation periods. If data is only still stored for the above-mentioned purposes, access to such data shall be restricted to the extent necessary for said purposes.

We shall not disclose your data to outside parties and shall only make them available to those members of staff who require them in the fulfilment of their duties. This shall not apply if we are legally required to disclose such data.

Please note that you are not legally or contractually obligated to provide your data. If you do not consent to the use of your data, you will not be able to use our services.

We do not share your data, and it will only be accessible to and used by those staff members or tutors who need this kind of access to perform the contractual duties. This does not apply in cases in which we are legally required to share data. We also reserve the right to ask third parties to perform some of these duties if these parties provide a sufficient guarantee that technical, organizational, and administrative measures are implemented in a manner that data processing is being conducted in accordance with legal requirements and that your rights are protected.

The web conference service DFNConf is provided by DFN-Verein (Verein zur Förderung eines deutschen Forschungsnetzes e.V., Alexanderplatz 1, 10178 Berlin). The use of services provided by ZOOM Video Communications is covered by the privacy and data protection policy of Leuphana University, which is available here:

(https://www.leuphana.de/fileadmin/user_upload/portale/lehre/09_Support_und_Tools/12_Digitale_Plattformen_und_Tools/Zoom_Datenschutz_Hinweise.pdf).

Automated decision-making, including profiling, as set out in Article 22(1) and (4) GDPR, does not take place.

Your right to object (Art. 21 GDPR)

If we process your data for purposes listed under (1) above, you have the right to object to the processing of your personal data at any time for reasons resulting from your particular situation.

In this case, we will no longer process your personal data unless we can demonstrate that there are reasons both compelling and worthy of protection that supersede your interests, rights or freedoms or that further processing is needed for the enforcement, exercise or defence of legal rights.

Your right to withdraw consent

You have the right to withdraw your consent at any time with effect for the future. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. No set form applies for notice of withdrawal of consent and you do not need to specify grounds. You shall not suffer any detriment from the withdrawal of your consent.

Your other rights

You have the right to obtain from us confirmation as to whether or not personal data concerning you are being processed, and, where that is the case, access to those personal data. Alongside a copy of the data, this right of access also includes the purposes of data processing, the recipients of the data and the period for which data are to be stored.

You also have the right to obtain from us, without undue delay, the rectification of any inaccurate personal data concerning you. Where the legal conditions set out in article 17 and/or 18 GDPR are met, you are also entitled to obtain the immediate erasure or restriction of processing of the data. Please note that the restricted processing of data may be impossible under certain circumstances.

You can also exercise your right to data portability in accordance with article 20 GDPR.

To exercise the above rights, please contact:

Leuphana Universität Lüneburg
Dr. Dagmar Knorr
Universitätsallee 1
21335 Lüneburg
Email: dagmar.knorr@leuphana.de

If you have any further questions, please contact our data protection officer.

For any complaints concerning data protection, please contact:

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

DECLARATION OF CONSENT

I hereby consent to the processing of my personal data in accordance with the above description of data processing and in the knowledge of my rights as stated above.

Place, date

Signature

Name of signatory in block letters

(For minors, the consent of a parent or guardian is required)