

Information on data protection for applicants of the DIES Training Course on "Management of Internationalisation" Central America 2023–2024

The security of your data is of the utmost importance to the International Office of Leibniz University Hannover (LUH). Therefore, we wish to inform you about data protection with respect to the use of your data in the context of your application for the DIES training course "Management of Internationalisation Central America 2023–2024" and at the same time assure compliance with all relevant legal provisions, in particular the EU General Data Protection Regulation (GDPR) and the Lower Saxony Data Protection Act (NDSG).

1. Data protection and data collection

The subject of data protection is your personal data, i.e. details of your personal and material circumstances (Article 4 (1) GDPR) that you have provided by data transfer via online application for the DIES training course.

2. Purpose limitation

LUH International Office observes the principle that data should only be used for specific, defined purposes and ensures that your data will only be used for the purpose of organising and planning the DIES training course. Your data will not be used for any other purpose. Your personal data will only be accessed and used by employees of the International Office, as well as by employees of the German Academic Exchange Service (DAAD), the German Rectors' Conference (HRK), Universidad Nacional de Costa Rica (UNA) that are involved in the selection process and implementation for the DIES training course.

3. Transfer of your data to UNA:

Art. 49 (1) lit (b) GDPR is the legal basis for data transfer to protect data in the European Union.

The International Office of Leibniz University Hannover (LUH) will take protective measures as the responsible party to assure compliance with all relevant legal provisions. This means that your personal data will be accessed and used by employees of the International Office with the only purpose of organising and implementing the DIES training Course.

Moreover, it is important to remark that this information will be transferred to UNA with the only purpose of organizing and implementing the DIES training course. Outside the European Union, GDPR does not apply. Once data have been transferred to UNA, Costa Rican Data Protection Regulation applies. The Data of participants to be transferred to UNA includes Personal Information regarding selection of participants, their reports, and the implementation of their own projects.

In the case of a transfer to other providers in third-party countries, there are the following risks in particular.

Risks of which I am aware:

- Your personal data could possibly be disclosed beyond the actual purpose by providers in third-party countries to other third parties who, for example, use your data for advertising purposes.
- You may not be able to sustainably assert or enforce your rights of access against the providers in third countries.

- There may be a higher probability that incorrect data processing may occur, as the technical and organizational measures of third-country providers for the protection of personal data do not fully meet the quantitative and qualitative requirements of the GDPR.

4. Data security

Your data is securely stored on the LUIS servers (Leibniz University IT Services) of Leibniz University Hannover and will not be disclosed to third parties, except for the abovementioned purposes. LUIS takes appropriate technical and organisational measures for the security of your data and protects it, in particular against access by third parties or unauthorised persons, in accordance with the state of the art. Employees of the International Office are equally bound to secrecy and to compliance with data protection.

5. The right to revocation

You also have the right, for reasons resulting from your particular situation, to object to the processing of relevant personal data at any time, according to Art. 6 (1) (b) GDPR. We will then stop processing your personal data, unless legitimate grounds exist to continue, outweighing your interests, rights and liberties, or where processing serves to assert, exercise or defend legal claims.

Duty to provide information according to Article 13 GDPR

Data controller and contact details	Leibniz University Hannover Welfengarten 1 30167 Hannover International Office Welfengarten 1A 30167 Hannover Email: dies-info@zv.uni-hannover.de
Data Protection Officer	Leibniz University Hannover - Datenschutzbeauftragter- Königswohrter Platz 1 30167 Hannover Tel.: +49 511 762 8132 Fax: +49 51 1 762 8258 Email: datenschutz@uni-hannover.de
Purpose for data processing	LUH International Office observes the principle that data should only be used for specific, defined purposes and ensures that your data will only be used to select participants (recipients of a scholarship) for the DIES training course Central America 2023-2024 and during the course (e.g. for communication with participants, DAAD and UNA). This includes Personal Information Data regarding selection of participants, their reports, and the implementation of their own projects will be transferred to UNA.
Legal grounds for data processing	The legal basis for data processing is Art. 6 (1) (b) GDPR
Storage limitation	Data of unsuccessful applicants will be erased six months after the selection process has been completed. Data of successfully selected participants will be erased six months after the DIES training course has been completed.

Rights of data subjects (Articles 15 to 20 GDPR)	<p>According to Articles 15 to 20 GDPR, you have the following rights regarding your personal data:</p> <ul style="list-style-type: none"> Right to be informed Right to rectification Right to erasure Right to restrict processing Right to data portability / Right to receive a copy
Recipients of personal data	<p>Employees of the International Office at LUH, employees of the German Academic Exchange Service (DAAD), the German Rectors' Conference (HRK) and UNA that are directly involved in the selection and implementation process for the DIES training course "Management of Internationalisation Central America 2023-2024".</p>
Obligation to provide personal data	<p>You are not obliged to provide personal data. Provision of personal data is voluntary. Without providing personal data, it is not possible to apply or participate in the program.</p>
Categories of personal data that are processed	<p>PERSONAL INFORMATION (title, first name, family name, position, institution and department, address, phone number (official and mobile), fax (official), email address (official or private), nationality, date of birth, gender) CURRICULUM VITAE (higher education, professional experience, information with regard to previous scholarships and participation in DIES training courses, references)</p>
The right to complain	<p>Data processing is subject to the supervision of the Commissioner for Data Protection of Lower Saxony, with whom complaints may be filed. More information and contact details can be found at https://www.lfd.niedersachsen.de/startseite/</p> <p>Die Landesbeauftragte für den Datenschutz in Niedersachsen Prinzenstraße 5 30159 Hannover Tel.: +49 511 120-4500 Fax: +49 51 1 120-4599 Email: poststelle@lfd.niedersachsen.de</p>