

## **Information on data protection**

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 for the registration form 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 the registration form.

### **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 to evaluate the programme, to make registrations for events possible and send reminder beforehand the events. 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.

### **3. Data security**

Your data is securely stored on the LUIS servers (Leibniz University IT Services) of LUH 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 bound to secrecy and to compliance with data protection.

### **4. The right to withdraw**

You also have the right to withdraw your consent at any time. The withdrawal of consent do not affect the lawfulness of processing based on consent before its withdrawal.

Duty to provide information according to Article 13 GDPR

<b>Data controller and contact details</b>	<p>Leibniz University Hannover Welfengarten 1 30167 Hannover</p> <p>International Office Welfengarten 1A 30167 Hannover Email: <a href="mailto:Julia.harmeling@zuv.uni-hannover.de">Julia.harmeling@zuv.uni-hannover.de</a></p>
<b>Data Protection Officer</b>	<p>Leibniz University Hannover - Datenschutzbeauftragter- Königsworther Platz 1 30167 Hannover Tel.: +49 511 762 8132 Fax: +49 51 1 762 8258 Email: <a href="mailto:datenschutz@uni-hannover.de">datenschutz@uni-hannover.de</a></p>
<b>Purpose for data processing</b>	<p>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 organize an appointment for the city registration/foreigners office.</p>
<b>Legal grounds for data processing</b>	<p>The legal basis for data processing is Article 6 (1) (a) GDPR, Article 7 GDPR .</p>
<b>Storage limitation</b>	<p>Data will be erased six months after the selection process has been completed.</p>
<b>Rights of data subjects (Articles 15 to 21 GDPR)</b>	<p>According to Articles 15 to 21 GDPR, you have the following rights regarding your personal data:                  Right to be informed                  Right to rectification                  Right to erasure                  Right to restrict processing                  Right to data portability / Right to receive a copy</p>
<b>Right to withdraw</b>	<p>You can withdraw your consent to the processing of your data at any time with effect for the future. In this case, we will no longer process this data and delete it. The lawfulness of the data processing until the withdrawal of consent remains unaffected. You can withdraw your consent by sending an informal letter or e-mail to the International Office of LUH.</p>
<b>Recipients of personal data</b>	<p>Employees of the International Office at LUH, employees of the Bürgeramt and the Foreigners office who are in charge of city registration and residence permit.</p>

<b>Obligation to provide personal data</b>	<p>You are not obliged to provide personal data. Provision of personal data is voluntary.</p>
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<b>Categories of personal data that are processed</b>	PERSONAL INFORMATION (first name, family name, email address, nationality, date of birth, gender, field of study)
<b>The right to complain</b>	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 <a href="https://www.lfd.niedersachsen.de/startseite/">https://www.lfd.niedersachsen.de/startseite/</a>  Die Landesbeauftragte für den Datenschutz in Niedersachsen Prinzenstraße 5 30159 Hannover Tel.: +49 511 120 -4500 Fax: +49 51 1 120-4599 Email: <a href="mailto:poststelle@lfd.niedersachsen.de">poststelle@lfd.niedersachsen.de</a>