

Information on data protection for participation and conduction of the training course "Management of Internationalisation and German-Ukrainian Academic Cooperation 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 participation and conduction of the training course "Management of Internationalisation and German-Ukrainian Academic Cooperation 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 as well as your contribution in words and pictures during the online format of the Mol Ukraine Workshop. Personal data that were provided and/or recorded during the online format will only be collected after your consent, i. e. if you decline the collection of your personal data, the recording of the workshop will be paused during your participation in words and/or pictures. Participation at the workshop is also possible without words or pictures. BigBlueButton and Webex will be used for the realization of the workshop as job processor of LUH.

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 providing participants with the content of the Mol Ukraine Workshop by means of recording the online session. Your data will not be used for any other purpose. Your personal data will be accessed and used by BigBlueButton, the platform "flowcasts" and Webex as the job processors of LUH, as well as by employees of the International Office, employees of the German Academic Exchange Service (DAAD), the German Rectors' Conference (HRK), Partner university and participants of the Mol Ukraine training course 2020-2024.

3. Data security

Your data is securely stored on the cloud service of the platform "flowcasts" of Leibniz University Hannover and will not be disclosed to third parties, except for the abovementioned purposes. LUH, specifically the Centre for Quality Enhancement in Teaching and Learning (ZQS), which operates the above-mentioned platform, 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, DAAD, HRK, partner university and the participants of the Mol Ukraine course 2020-23 are equally bound to secrecy and to compliance with data protection.

4. The right to withdrawal

The legal basis for data processing is Article 6 (1) (a) GDPR and Article 9 (2) (a) GDPR, in so far as special data categories according to Article 9 (1) GDPR (e. g. skin colour, head covering, glasses, clothing) emerge from the recording. You have the right to refuse your consent to the recording of the Workshop. Your

consent to the processing can be withdrawn at any time with future effect. In that case, we will not process your data anymore and delete them. The lawfulness of the processing up to the withdrawal will not be affected by it. The withdrawal is possible by contacting the data controller (see below for contact details) in an informal manner.

You are not obliged to provide personal data. Provision of personal data is voluntary. Participation at the workshop is also possible without consent to the recording of the online format – the recording would then be paused. Furthermore, participation is also possible without providing words or pictures through the chat-function of BigBlueButton, Webex.

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- Königsworther 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 for the purpose of providing participants with the content of the Workshop by means of recording the online session. Your data will not be used for any other purpose
Legal grounds for data processing	The legal basis for data processing is Article 6 (1) (a) GDPR and Article 9 (2) (a) GDPR, in so far as special data categories according to Article 9 (1) GDPR (e. g. skin colour, head covering, glasses, clothing) emerge from the recording.
The right to withdrawal	Your consent to the processing can be withdrawn at any time with future effect. In that case, we will not process your data anymore and delete them. The lawfulness of the processing up to the withdrawal will not be affected by it. The withdrawal is possible by contacting the data controller (see below for contact details) in an informal manner.
Storage limitation	The recording of the Workshop, held as an online format, will be erased 16 months after the workshop has been held.
Rights of data subjects (Articles 15 to 21 GDPR)	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
Recipients of personal data	BigBlueButton and "flowcasts", Webex as job processors of LUH, as well as employees of the International Office, employees of the German Academic Exchange Service (DAAD), the German Rectors' Conference (HRK), partner university and participants of the Mol Ukraine training course 2020–24 that are involved in the online format of the Workshop.
Obligation to provide personal data	You are not obliged to provide personal data. Provision of personal data is voluntary. Participation at the workshop is also possible without consent to the recording of the online format – the recording would then be paused. Furthermore, participation is also possible without providing words or pictures through the chat-function of BigBlueButton.
Categories of personal data that are processed	PERSONAL INFORMATION (title, first name, family name, position, institution and department, email address (official or private), nationality, gender) (if provided) CONTRIBUTION IN WORDS AND PICTURES at the Workshop (if provided) PROFESSIONAL INFORMATION (information provided by the participant on the internationalisation project as well as other information on their work) (if provided)
The right to complain	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/ 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