

## **Information on data protection “Registration for an appointment with the city and the foreigners’ office”**

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 of organising and planning the appointment for the city registration and for an appointment with the foreigners office. 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 in charge of the city registration and the foreigners office. Your consent to the use of my personal data is voluntary and you can revoke it at any time without giving reasons and with effect for the future.

### **3. 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 and the city of Hannover are equally bound to secrecy and to compliance with data protection.

### **4. 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 Article 6 (1) (a) GDPR in conjunction with section 17 of the Lower Saxony Higher Education Act (NHG). 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

<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 6 (3) GDPR in conjunction with section 17 of the Lower Saxony Higher Education Act (NHG) and LUH regulations on processing personal data (<a href="https://www.uni-hannover.de/fileadmin/luh/content/webredaktion/universitaet/publikationen/verkuendung_blat/vkb_18_06.pdf">https://www.uni-hannover.de/fileadmin/luh/content/webredaktion/universitaet/publikationen/verkuendung_blat/vkb_18_06.pdf</a>)</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> <p><b>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 Article 6 (1) (e) GDPR in conjunction with section 17 of the Lower Saxony Higher Education Act (NHG). 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.</b></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</b>	<p>You are not obliged to provide personal data. Provision of personal data is voluntary.</p>

<b>data</b>	
<b>Categories of personal data that are processed</b>	PERSONAL INFORMATION (first name, family name, email address, nationality, date of birth, gender)
<b>The right to complain</b>	<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 <a href="https://www.lfd.niedersachsen.de/startseite/">https://www.lfd.niedersachsen.de/startseite/</a></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: <a href="mailto:poststelle@lfd.niedersachsen.de">poststelle@lfd.niedersachsen.de</a></p>