

## Information on data protection for applicants of the Promotion plus+ programme of the Graduate Academy at Gottfried Wilhelm Leibniz Universität Hannover

Issued: 24.05.2018

The security of your data is of the utmost importance to the Graduate Academy (GA) of Gottfried Wilhelm Leibniz Universität Hannover (LUH). Therefore, we wish to inform you about data protection with respect to the Promotion plus+ programme 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, section 3 paragraph 1 NDSG) that you provide when applying to participate in the Promotion plus+ programme. Personal data will only be collected to the extent necessary for the selection process.

When submitting your application via email/post, the Graduate Academy requests mandatory information that is of central importance to the selection process, in particular in order to evaluate your personal and professional suitability with respect to the Promotion plus+ programme, and is therefore indispensable. Irrespective of this, you also have the option to voluntarily provide further information.

Please note that you are responsible for the accuracy of your information and personal details. You have the right to access your data at any time. After submitting the application, amendments and corrections can be made until the end of the application deadline. This is generally not possible thereafter.

### 2 Purpose limitation

The Graduate Academy observes the principle that data should only be used for specific, defined purposes and ensures that your data will only be used for the selection process, by members of the selection committee. In general, this includes the director of the Graduate Academy (the GA's governing body, if required) and GA office staff. Your data will not be used for any other purpose. As part of the Lower Saxony law on staff representation (NPersVG), members of the staff council may also be permitted to access application documentation. Your personal data and application documents are only accessible to the persons involved in the selection process and those authorised in this respect.

Only in the case of an external review will your data be disclosed to reviewers within the university and therefore to third parties. These reviewers are part of LUH university teaching staff and are obliged to maintain confidentiality and compliance with data protection.

Some of the data you submit will be used and stored anonymously for statistical evaluation of the Promotion plus+ programme. It is not possible to draw conclusions about you as a person. Your personal data and documents will be stored and/or archived centrally for a maximum of 30 years from completion of the selection process and then destroyed.

### 3 Data security

The Graduate Academy 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.

Your personal data and documents will only be used within the scope of the application process for the programme and will be made available to members of the selection committee for this purpose only. Disclosure to third parties shall only occur in the case of an external review. All persons involved in the selection process are obliged to maintain confidentiality and compliance with data protection.

#### 4 Informed consent and the right to revocation

Your consent is required for the collection and processing of data. By submitting your application via email/post, you agree to the collection, storage and use of your data by the Graduate Academy, for the stated purpose.

You have the right to revoke your consent at any time, without providing reason.

Your objection should be sent to:

Gottfried Wilhelm Leibniz Universität Hannover  
 Graduiertenakademie  
 Wilhelm-Busch-Straße 22  
 30167 Hannover  
[graduiertenakademie@zuv.uni-hannover.de](mailto:graduiertenakademie@zuv.uni-hannover.de)

#### 5 Duty to provide information according to Article 13 GDPR

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|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Data controller and contact details</b> | Gottfried Wilhelm Leibniz Universität Hannover<br>Graduiertenakademie<br>Wilhelm-Busch-Straße 22<br>30167 Hannover<br>Tel. +49 511 762 3876<br>Fax +49 511 762 19491<br>Email: <a href="mailto:graduiertenakademie@zuv.uni-hannover.de">graduiertenakademie@zuv.uni-hannover.de</a>                                                              |
| <b>Data Protection Officer</b>             | Gottfried Wilhelm Leibniz Universität Hannover<br>– Datenschutzbeauftragter –<br>Königsworther Platz 1<br>30167 Hannover<br>Tel.: +49 511 762 8132<br>Fax: +49 511 762 8258<br>Email: <a href="mailto:datenschutz@uni-hannover.de">datenschutz@uni-hannover.de</a>                                                                               |
| <b>Purpose for data processing</b>         | Application to participate in the Promotion plus+ programme of the Graduate Academy                                                                                                                                                                                                                                                              |
| <b>Legal grounds for data processing</b>   | The legal basis for data processing is your consent thereof in accordance with <a href="#">Article 6 (1) (a) GDPR</a>                                                                                                                                                                                                                            |
| <b>Obligation to provide personal data</b> | You are not obliged to provide personal data, however application is only possible if you provide us with the necessary information.                                                                                                                                                                                                             |
| <b>Revoking consent</b>                    | You can revoke your consent at any time, with future effect. We will then stop processing your data and erase it by the end of the application process at the latest. Lawful processing of data up until revocation of consent shall remain unaffected.                                                                                          |
| <b>Storage limitation</b>                  | Your personal data and documents will be stored and/or archived centrally for a maximum of 30 years from the completion of the selection process and then destroyed.                                                                                                                                                                             |
| <b>Recipients of personal data</b>         | During the selection process, your data will be made accessible internally to members of the selection committee. In general, this includes the director of the Graduate Academy (the GA's governing body, if required) and GA office staff. Additionally, this will include members of the LUH staff council in the case of an external review. |
| <b>Your rights</b>                         | According to the guidelines of the GDPR you have the following rights in relation to us: <ul style="list-style-type: none"> <li>- to be informed by us, free of charge and at any time, about the processing of you data</li> <li>- to rectify and complete data processed by us</li> <li>- to restrict processing</li> </ul>                    |

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|                              | <ul style="list-style-type: none"> <li>- to receive data you have provided, in a structured, commonly used and machine-readable format (right to data portability)</li> </ul> <p>You also have the right to object to data processing at any time. We will then stop processing your data, unless legitimate grounds exist to continue or where processing serves to assert, exercise or defend legal claims.</p> |
| <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>                                                                                                    |

Prof. Dr. Joachim Escher

Director of the Graduate Academy