

Information on data protection for application for admission to a doctoral degree at Gottfried Wilhelm Leibniz Universität Hannover

Issued: 20.08.2018

The security of your data is of the utmost importance to Gottfried Wilhelm Leibniz Universität Hannover (LUH). Therefore, we wish to inform you about data protection with respect to the admission and completion of a doctoral degree at LUH 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 provide when applying for admission to a doctoral degree. Personal data will only be collected to the extent necessary for evaluating conditions for admission and completing the doctoral procedure.

When submitting your application, LUH requests mandatory information that is of central importance for evaluating conditions for admission, administration and completion of a doctoral degree, as well as for obligatory registration of statistics according to the law regulating the use of student data statistics (HStatG), 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 meeting of the relevant faculty board to determine admission of doctoral candidates.

2 Purpose limitation

LUH observes the principle that data should only be used for specific, defined purposes and ensures that your data will only be used for completion of the doctoral procedure in accordance with the current valid doctoral regulations (evaluation of conditions for admission, administration of supervision relationships, completion and administration of the examination process), as well as for obligatory registration of official statistics by university teaching staff at LUH, staff of the respective dean's office, central administration staff (in particular the admissions office, student services and university controlling), as well as by staff of the Graduate Academy. Your data will not be used for any other purpose. Your personal data and application documents are only accessible to the persons involved in the doctoral procedure and those authorised in this respect.

Only in the case of an external review will your data be disclosed to reviewers and therefore to third parties. These reviewers are part of LUH university teaching staff or other (international) universities and higher education institutions, and are obliged to maintain confidentiality and compliance with data protection.

LUH is obliged to disclose elements of the data you provide for official statistics, as set out in the law regulating the use of student data for statistics (section 2 paragraph 1 HStatG). According to sections 5 and 7 HStatG, in addition to personal data such as age, gender and nationality, this also refers to all information concerning university entrance qualification, course of studies and the doctoral procedure. For this purpose, each doctoral candidate will be assigned a distinct, encrypted and untraceable pseudonym.

Your personal data and documents will be stored and/or archived centrally for a maximum of 50 years from completion of the doctoral procedure and then destroyed.

3 Data security

LUH 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 completion and administration of the doctoral procedure, as well as the stated statistical purposes. They will be made available to staff of the relevant faculties, central administration (in particular the admissions office, student services and university controlling) and the Graduate Academy. Disclosure to third parties shall only occur in the case of an external review or for official statistics. All persons involved in the selection process are obliged to maintain confidentiality and compliance with data protection.

4 Duty to provide information according to Article 13 GDPR

Data controller and contact details	Gottfried Wilhelm Leibniz Universität Hannover Naturwissenschaftliche Fakultät
Data Protection Officer	Gottfried Wilhelm Leibniz Universität Hannover – Datenschutzbeauftragter – Königsworther Platz 1 30167 Hannover Tel.: +49 511 762 8132 Fax: +49 511 762 8258 Email: datenschutz@uni-hannover.de
Purpose for data processing	Completion and administration of the doctoral procedure (evaluation of conditions for admission, administration of supervision relationships, completion and administration of the examination process), as well as disclosure for official statistics.
Legal grounds for data processing	The legal basis for data processing is Article 6 (1) (e) GDPR, in conjunction with section 17 paragraph 1 NHG, in conjunction with the law on processing personal data ¹ , as well as obligatory registration of statistics as set out in section 2 HStatG.
Obligation to provide personal data	You are not obliged to provide personal data, however admission to a doctoral degree is only possible if you provide us with the necessary information.
Storage limitation	Your personal data and documents will be stored and/or archived centrally for a maximum of 50 years from the completion of the doctoral procedure and then destroyed.
Recipients of personal data	During the doctoral procedure, your data will be made accessible internally to staff of the relevant faculty (university teaching staff and staff of the dean's office), central administration staff (the admissions office, student services, university controlling) and the Graduate Academy. In the case of an external review, your data will be made available to further reviewers from the pool of LUH university teaching staff or other national or international universities and higher education institutions.
Your rights	According to the guidelines of the GDPR you have the following rights in relation to us: <ul style="list-style-type: none">- to be informed by us, free of charge and at any time, about the processing of you data- to rectify and complete data processed by us- to restrict processing- to receive data you have provided, in a structured, commonly used and machine-readable format (right to

¹ "Ordnung für die Verarbeitung personenbezogener Daten der Studienbewerberinnen und Studienbewerber, Studierenden, Prüfungskandidatinnen und Prüfungskandidaten, Gasthörerinnen und Gasthörer sowie ehemaliger Hochschulmitglieder und –angehöriger der Gottfried Wilhelm Leibniz Universität Hannover"

	<p>data portability)</p> <p>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.</p> <p>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.</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>

Prof. Dr. U. Schmitz

Dean