



Privacy notice

(pursuant to Art. 13 of the General Data Protection Regulation)

on the processing of personal data at Leipzig University for the purpose of granting financial support for research, teaching, continuing education and project stays under funded university partnerships, from external funding, including Erasmus+, and from budgetary funds, and for the purpose of preparing a guest agreement

1. PREAMBLE

Leipzig University (LU) takes the protection of your personal data very seriously. We treat your data confidentially and in accordance with the legal regulations. In accordance with Art. 13 of the General Data Protection Regulation (GDPR), this privacy notice informs you about the purpose, scope and legal basis of any processing of your personal data performed by Leipzig University, and about your rights in this regard.

2. PURPOSE OF DATA PROCESSING

For the granting of financial support for research, teaching, continuing education, and project stays (hereinafter referred to as Mobility/Mobilities) at LU, as well as the subsequent and necessary preparation of a guest agreement, the International Centre (SI) intends to process your personal data listed in Section 3 of this privacy notice. By registering your Mobility in the online portal (<http://www.uni-leipzig.de/+staffin>), the data required for an application will first be collected so that, in a further step, any financial support you may be entitled to for your Mobility can be made available to you. The relevant administrative subdivision is responsible for making payments. The SI will use your data to authorise the disbursement of your financial support. The guest agreement is the contractual basis for the payment.

If your application is approved, Erasmus+ data will be transferred electronically to the EU Commission for the purpose of reporting to the funder. The data will be anonymised and used for statistical purposes.

Furthermore, this processing is carried out in order to comply with the documentation and accountability obligations of the beneficiaries of such financial support. Please refer to Section 5 of this privacy notice for more details.

3. SCOPE

Leipzig University processes the personal data listed below for the purposes mentioned above:

- Personal master data
 - o Title, last name, first name(s), gender, date of birth (as indicated in travel document), country of birth, nationality, address, email, telephone number
 - o Impairment/disability/illness (if applicable)
- Information about the home university
 - o Country (seat of the home university)
 - o Name of the home university

- Details of the host institution at LU
 - Affiliation to an institution at LU
 - Affiliation to a subject at LU
- Details of the Mobility
 - Start date, end date
 - Information about the contents of the Mobility (project topic)
- Bank details, IBAN and BIC.

4. LEGAL BASIS OF THE DATA PROCESSING

Leipzig University processes your data on the basis of the following legal provisions:

- Art. 6(1) Sentence 1(b), (e) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)
- Insofar as the processing is based on Art. 6(1) Sentence 1(e) GDPR, this occurs in conjunction with Sect. 14(1) Sentence 1 No. 5 in conjunction with Sect. 5 of the Saxon Freedom Higher of Education Act (HSFG), as amended on 15 January 2013 (SächsGVBl. p. 3), as amended by Art. 2(27) of the law of 5 April 2019 (SächsGVBl. p. 245).

5. STORAGE OF YOUR PERSONAL DATA

Your personal data will be processed and stored with the help of the MoveON data management system. MoveON is provided by QS Unisolution GmbH, which bases the service on external data hosting. QS Unisolution GmbH's data protection obligations have been laid down in a data processing agreement in accordance with Art. 28(3) GDPR.

The documentation performed with this database is necessary for reporting to the funders (Erasmus+ (European Commission); PROMOS, Ostpartnerschaften (DAAD); bilateral university partnerships (LU budget, SMWK "Initiativbudget")).

Your personal data will be kept and stored in accordance with the requirements of the respective funders. For this purpose, LU as beneficiary is required to keep the original documents on a suitable medium for five years from the completion of the project; this also applies to digitised originals permitted under the applicable national law, provided that the conditions regulated therein are complied with.

The retention periods will be extended in the case of pending audits, appeals and litigation or proceedings for the prosecution of claims relating to the grant. In such cases, LU is required to retain the documents until the processes in question have been completed.

If, once the Mobility has been registered in the online portal, this or the necessary guest agreement is not concluded, the personal data obtained through the registration process will be erased by the SI without undue delay and will not be retained.

6. RECIPIENTS OF YOUR PERSONAL DATA

Within LU, your data will be disclosed to those administrative subdivisions that require it to fulfil their duties, in particular to register your Mobility and carry out the disbursement of financial support and to settle accounts. In addition, LU uses a number of different service providers to fulfil its legal obligations.

QS Unisolutions is a processor appointed by LU (Art. 28 GDPR) and receives your data, in the scope of the processing it performs on behalf of LU as the controller, exclusively for monitoring purposes and for the compilation of mandatory statistics.

In addition, the SI may transfer your personal data to other recipients within and outside LU to the extent necessary to comply with its contractual obligations as the host institution. This may be your bank, for example (SEPA payment medium).

LU is obliged to enter personal data concerning your Mobility in the Mobility Tool database (from 2021 Beneficiary Module). This is the EU reporting database. Transfer is obligatory for the use of funds from Erasmus+-funded mobility programmes.

No data will be transferred to third countries (countries outside the European Economic Area, or EEA).

7. RIGHTS OF THE DATA SUBJECT (ACCESS, RECTIFICATION, ERASURE, RESTRICTION OF PROCESSING AND WITHDRAWAL OF CONSENT)

As a data subject, you may exercise the following rights:

1. As a data subject whose personal data is processed, you have the right to receive free access to your data from Leipzig University and a variety of information (Art. 15 GDPR). Furthermore, you have the right to rectification of inaccurate personal data (Art. 16 GDPR) and to erasure (Art. 17 GDPR) and to the restriction of processing (Art. 18 GDPR), insofar as you are entitled to this by law.
2. The controller within the meaning of data protection law is Leipzig University, International Centre, Goethestr. 3–5, 04109 Leipzig, email: international@uni-leipzig.de. You can find further information about Leipzig University on our website: <https://www.uni-leipzig.de/>
3. You can contact the data protection officer: Leipzig University Data Protection Officer, Augustusplatz 10 (Neues Augusteum), 04109 Leipzig; phone: +49 341 97-30081; fax: +49 341 97-33370; email: dsb@uni-leipzig.de .
4. You have the right to receive the personal data provided by you in a structured, commonly used and machine-readable format and to transmit it to other controllers (Art. 20 GDPR).
5. In addition, without prejudice to any other administrative or judicial remedy, you may lodge a complaint with a supervisory authority in a Member State if there are doubts as to the lawfulness of the processing of your personal data. Competent supervisory authority for data protection: Saxon Data Protection Commissioner Mr Andreas Schurig Bernhard-von-Lindenau-Platz 1 01067 Dresden email: saechsdsb@slt.sachsen.de phone: +49 351493-5401; fax: +49 351/493-5490