



Privacy statement (According to Art. 13 General Data Protection Regulation)

on processing personal data at Leipzig University for the approval of externally funded support for study or project stays abroad as well as language courses, field courses and study trips or approval of infrastructure support (Leibniz Card)

1. Preamble

Leipzig University (Universität Leipzig, UL) 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 processing

To approve financial or infrastructure support (Leibniz Card) for study, guest and project stays abroad including research stays to prepare and complete a final thesis, as well as language courses, field courses and study trips (in the following: mobility/mobilities), the International Centre (Stabsstelle Internationales, SI) will process your personal data listed under item 3 of this Privacy Statement. In the Online Registration for your planned mobility, first the necessary data is collected in order to then make available to you any financial or infrastructure support for which you are eligible in the context of your mobility. The payment (or issue of the visiting scholar card) is carried out by the responsible administrative subdivision or department of the SI. The SI uses your data to order the payment of the financial support (if applicable) or to prepare your visiting scholar card (if applicable).

If the support is approved, the data is transferred electronically to the EU Commission as part of Erasmus+ for reporting to the funding institution. The data is used in anonymised form for statistical purposes. Additionally, the data is processed to fulfil obligations of those receiving the funds to document and provide proof of the financial support. See details under item 5 of this Privacy Statement.

3. Scope of processing

In accordance with the guidelines of the individual funding programmes, UL processes the personal data listed below for the purposes described above:

Personal data

- Surname, name(s), gender, date of birth, place of birth, country of birth, nationality, student number (not applicable for guest researchers or short stays), correspondence address, email, personal email at the University, telephone number

Emergency contact

- Surname, name, telephone number, email

Information about studies or guest research project

- Institute, faculty, department, degree programme, semester in the field, level, student or researcher status (PhD or PostDoc)

Language skills (if applicable)

- Language, language level, completed language test

Desired stay

- Academic year, type of proposed stay, method of implementation, starting semester, duration in semesters, planned start date and actual start date, planned end date and actual end date, exchange programme, host institution or university, department, level, country, exchange possibility

Scholarship (if applicable)

- Declaration of acceptance of scholarship, acceptance of additional scholarships, request for top-up amounts, bank account information (account holder, bank name, country, IBAN, BIC/SWIFT), information on previous scholarships, scholarship programme, study phase of support, duration in months

4. Legal basis of processing

Leipzig University processes your data based on the following legal regulations:

- Art. 6 para. 1 subpara. 1 lit. e) 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);
- § 15(1) number 1 and 6, Section 2, p. 1 SächsHSG
- § 12 Ordinance of the Saxon State Ministry of Science and the Arts on the processing of personal data of the members, affiliates, applicants for places as students, examination candidates, guest students (auditors), and former members of state higher education institutions (Saxon Higher Education Personal Data Processing – SächsHSPersDatVO) of 20 October 2017 (SächsGVBl., p. 568)

5. Saving your personal data

Your personal data is processed and saved using the data management system MoveON. MoveON is provided by QS Unisolution GmbH, which is based on external data hosting. QS Unisolution GmbH's legal data protection obligations are set down in writing in a data processing agreement according to Art. 28(3) GDPR.

The documentation carried out using this database is necessary for reporting to the funding institutions (NADAAD for the European Commission for the funding programme Erasmus+; DAAD for the funding programmes PROMOS, Ostpartnerschaften and Go East).

Your personal data is stored and saved according to the requirements set by the respective funding organisation that is providing the financial support. As the recipient, UL must save the original documents on a suitable data carrier for five years starting with the conclusion of the project; this also applies to digitised originals permitted according to respective national laws provided the conditions set down in those laws are fulfilled.

The retention periods are extended by reviews, review procedures and legal disputes that are not yet complete or if there are processes to assert claims connected to the financial support. In such cases, UL must retain the documents until the associated processes are concluded.

6. Recipients of your personal data

Within UL, your data is received by those administrative units who need the data to fulfil their obligations, in particular to pay out and balance the accounts related to the financial support. In addition, UL partly uses the services of various providers to fulfil its legal obligations. QS Unisolution GmbH received permission to process the data (Art. 28 GDPR) from UL and, as part of the processing, receives your data solely for the purpose of monitoring and producing required statistics and reports. UL is required to enter personal data related to your mobility in the database Mobility Tool (as of 2021 Beneficiary Module). This is a reporting database of the EU. Your data must be transferred for the use of the Erasmus+ funds for supported mobilities. The data is not transferred to third countries (states outside of the European Economic Area – EEA).

7. Rights of the data subject (information, rectification, erasure, restriction of processing and objection to consent)

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

1. As a data subject of the data being processed, you have the right to receive information about the personal data saved about you by Leipzig University free of charge (Art. 15 GDPR). In addition, you have the right to rectify the data (Art. 16 GDPR), erase it (Art. 17 GDPR) or restrict the processing (Art. 18 GDPR) if it is legally permitted for you to do so.

2. The Data Controller for legal data protection purposes is Leipzig University, Stabsstelle Internationales, Goethestr. 3–5, 04109 Leipzig, email: international@uni-leipzig.de. You can find more information about Leipzig University on our [website](#).
3. You can contact the Data Protection Officer at:
Datenschutzbeauftragter der Universität Leipzig, 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 personal data which you have provided in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller (Art. 20 GDPR).
5. Without prejudice to any other administrative or judicial remedies, you may complain to the supervisory authority of a member state if there are doubts as to the legality of the processing of your personal data. The responsible supervisory authority for data protection is:
6. [Sächsischer Datenschutz- und Transparenzbeauftragte](#), PO box 11 01 32 01330 Dresden, email: post@sdtb.sachsen.de, phone: +49 351 / 85471-101, fax: +49 351/85471-109.