The application process to study at LUH is carried out semi-automatically with the help of the application portal qiszul by HIS eG. Since the security of the personal data of applicants is of utmost importance, we wish to inform you about data protection at LUH and at the same time assure compliance with all relevant legal provisions, in particular the EU General Data Protection Regulation (GDPR), the Lower Saxony Data Protection Act (NDSG) and the German Telemedia Act (TMG).

1. Application via the portal
Application to study at LUH occurs via a web-based application portal. Multiple applications for undergraduate degree programmes with restricted admission are technically possible, but not legally permissible. Therefore, only the last application that is submitted and is sent to the Admissions Office of LUH will be processed. Additional documents, some of which are required as certified copies or originals, must be sent to LUH by post. This way, your application will be recorded comprehensively and completely with all documents and data, and made available in an optimal format to the Admissions Office and, if applicable, to the Admissions Committees. This enables the assessment and evaluation of your qualifications, knowledge and skills. At the same time, LUH guarantees the highest level of security throughout the process, with appropriate transparency and ensures that the application process is carried out as quickly as possible, while maintaining strict compliance with quality standards.

2. 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), which you provide when applying to study at LUH. Personal data is only collected to the extent that it is required for the application process to study at LUH. Irrespective of this, you also have the option to voluntarily provide further information and, if necessary, additional details.
Please note that you are responsible for the accuracy of your information and personal data. You have the right to access and correct your data at any time.

3. 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 the application process to study at LUH (standard application process, waiting list and, if applicable, random selection) and – in the case of admission and acceptance of a study place – for enrolment at LUH. 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 application process and those authorised in this respect.

In addition, some of the data you submit will be used and stored anonymously for statistical evaluation of the application process to study at LUH. It is not possible to draw any conclusions about you personally.

Your personal data and documents will be stored for a maximum of six months from completion of the application process and then deleted. The application process finishes two weeks after the semester commences or once random selection has been completed.

4. 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 the application process to study at LUH and will only be made available to the Admissions Office or members of the Admissions Committees for this purpose.

The portal is accessible via SSL/TLS security procedures (TLS version 1.2 or higher). The application data is regularly backed up outside of the portal.

5. Lawful basis for data collection
The lawful basis for collection, storage and use of your data over the course of the application and admission process is Article 6 (1) (e) GDPR in conjunction with section 17 paragraph 1 of the Lower Saxony Higher Education Act (NHG) and in conjunction with the regulations of Gottfried Wilhelm Leibniz Universität Hannover for processing the personal data of applicants, students, examination candidates, guest students and former university members.

You are not obliged to provide your data, but participation in the application process to study at LUH is only possible if you provide us with the required data.

6. Duty to provide information according to Article 13 GDPR
According to the guidelines of the GDPR you have the following rights in relation to us:
- to be informed by us, free of charge and at any time, about the processing of your 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 data portability)

7. Contact
The university body below is the controller according to the General Data Protection Regulation and other national data protection laws of the member states, as well as other data protection regulations:

Gottfried Wilhelm Leibniz Universität Hannover
Immatrakulationsamt
Welfengarten 1
30167 Hannover
Phone: +49 511 762 2020
Fax: +49 511 762 19385
Email: studium@uni-hannover.de

Name and contact details of the data protection officer of Gottfried Wilhelm Leibniz Universität Hannover

Gottfried Wilhelm Leibniz Universität Hannover
- Datenschutzbeauftragter (DS)-
Königsworther Platz 1
30167 Hannover
Phone:+49 511 762 8132
Commissioner for Data Protection of Lower Saxony

Data processing is subject to the supervision of the Commissioner for Data Protection of Lower Saxony, to whom complaints may be filed. More information and contact details can be found at https://www.lfd.niedersachsen.de/startseite/

Prof. Dr. Volker Epping
President of LUH