



PRIVACY NOTICE CONTRACT PUBDATA PUBLICATIONS



Information on Data Protection Publications PubData

Data protection is a special concern for us. We process your personal data (hereinafter referred to as "data") in accordance with current legal requirements. We are committed to doing so in a transparent manner. For this reason, we would like to briefly explain to you which data we process, for what purposes, and on what legal basis this is done. In addition, you will receive information about contact persons and your rights in connection with data processing.

Name and contact details of the responsible person:

Leuphana Universität Lüneburg
Vertreten durch den Präsidenten
Universitätsallee 1
21335 Lüneburg

Contact details of the data protection officer:

- Datenschutzbeauftragter –
Universitätsallee 1
21335 Lüneburg
E-mail: dsb@leuphana.de

Purposes and legal basis for the data processing

1. Website

As soon as you visit our website for purely informational purposes, we store so-called log files of you. Your IP address, the date and time of the page access, the URL accessed, the URL you last visited (referrer URL), the browser you are using and its version as well as the version of the operating system you are using are recorded in these files. This data is automatically deleted after 14 days.

Furthermore, we store separately the IP address, the internal identification of the retrieved data record as well as the date and time of access to the data records in so-called audit logs. This is done to prevent unauthorized access to the protected database contents and for abuse control. This data is automatically deleted after 180 days.

Our website also uses cookies. By using cookies the users of this website can be provided with more user-friendly services than would be possible without setting cookies.

Many cookies contain a so-called cookie ID. A cookie ID is a unique identifier of the cookie. It consists of a string of characters by which websites and servers can be assigned to the specific internet browser in which the cookie was stored. This enables the websites and servers visited to distinguish the individual browser of the person concerned from other internet browsers that contain other cookies. A specific internet browser can be recognized and identified via the unique cookie ID. The purpose of this recognition is to make it easier for users to use our website.

We set a session cookie with a session ID on the website which allows your current session to be tracked in order to give you access to the data of the most recent session. This cookie is deleted at the latest after you have left our online offer and closed your browser.

We use this data to prevent misuse of our website, to ensure that your visit is uninterrupted and optimal, and to display the scientific information you have selected from our database. The storage of or the access to information in your institution is carried out in accordance with Section 25 (2) no. 2 of the Gesetz über den Datenschutz und den Schutz der Privatsphäre in der Telekommunikation und bei Telemedien (TTDSG). The



legal basis under data protection law for the technically necessary processing for the presentation and provision of our platform on the Internet is § 3 S.1 No. 1 Niedersächsisches Datenschutzgesetz (NDSG) in conjunction with Art. 6 para. 1 p. 1 letter e) General Data Protection Regulation (GDPR) in conjunction with § 3 para. 1 p.1 no. 1 Niedersächsisches Hochschulgesetz (NHG).

2. Create an account

If you submit publications to Leuphana's repository (PubData), you need a user account for identification and allocation to your publication.

To create an account, we store your contact details (surname, first name, email address, institutional address, academic institution) for the purpose of concluding and executing the publication agreement. If you notify us of changes to your contact details during the term of the contract, we will also store these for the duration of the contractual relationship. If you have a Leuphana account, you can use it to log in to PubData. In this case, we will use your contact details (surname, first name, Leuphana email address, institutional address, affiliated unit at Leuphana) stored with the accounting department to conclude and execute the necessary publication agreement.

This data processing is necessary to carry out pre-contractual measures based on your enquiry and to subsequently fulfil the contract concluded between you and us. The legal basis for this processing is Art. 6 para. 1 sentence 1 letter b) GDPR.

3. Submitting publications

If you submit a publication for publishing, it is necessary that this publication can be documented and assigned to a person. A submission can therefore only be made after a user account has been created for allocation. We process the following additional data categories upon submission:

- Title of the submitted publication (so-called resource)
- Surname, first name of the submitting and responsible person
- Information on the type and context of the publication (e.g. context of creation, description, resource type)
- Depending on the selected resource type: patent number, trademark registration number, design number
- Language

If provided, we process the following optional information about the publication:

- Formal publication details (e.g. project title, funding information)
- Content and contextual descriptions of the publication (e.g. subject classification, location, time period, degree programme, institute and event details)
- Persons involved (surname, first name, ORCID-iD, GND, institution) and institutions (name, ROR, affiliation) and, if applicable depending on the selected resource type, editor information (surname, first name, ORCID-iD, GND, institution).

After submission, we check your submitted publication for compliance with our "PubData Collection-Policy Publications" and, if necessary, we will complete or adjust your submitted metadata in such a way that the findability of the publications is guaranteed in accordance with good scientific practice.

The legal basis for this processing is Art. 6 para. 1 sentence 1 letter b) GDPR.



If you have submitted publications and these are sufficiently described and legally, technically and formally suitable for inclusion in PubData, we will publish the metadata specified above for the submitted publication on our website. The legal basis for the publication of the metadata is Section 3 sentence 1 no. 1 of the NDSG, Art. 6 para. 1 sentence 1 letter e), para. 2 and 3 GDPR in conjunction with Section 3 para. 1 sentence 1 no. 1 NDSG. Section 3 para. 1 sentence 1 no. 1 NHG in conjunction with Section 4 (1) and Section 5 (1) of Leuphana University of Lüneburg “Richtlinie der Leuphana Universität Lüneburg zur Sicherung guter wissenschaftlicher Praxis und zum Verfahren zum Umgang mit wissenschaftlichem Fehlverhalten“.

Please note that you must be able to provide evidence of a valid legal basis for the publication of personal (meta)data on the individuals involved in the creation and use of the resource that you submit to us. Data without proof of a valid legal basis may be rejected by us.

In the process of publishing the metadata, the aforementioned metadata will also be deposited with the provider DataCite - International Data Citation Initiative e.V., Welfengarten 1 B, 30167 Hannover - for the purpose of registration there. In addition, the metadata is transmitted and published via metadata interfaces to selected scientific search engine networks, discovery systems and meta catalogues for the purpose of better visibility and findability. The processing is carried out under the respective providers' own responsibility under data protection law. You can obtain a corresponding list of the platforms and systems concerned on request. In addition, the Leuphana Media and Information Centre undertakes the legally prescribed mandatory delivery of the work to the German National Library, Bundesunmittelbare Anstalt des Öffentlichen Rechts, Adickesallee 1, 60322 Frankfurt am Main.

The legal basis for this contractual transfer is Art. 6 para. 1 sentence 1 letter b) GDPR.

4. Publication

If commissioned and in accordance with our “PubData Collection-Policy Publications”, we publish the publications submitted by you along with your personal data. This means that this data, together with the publication, is publicly accessible to everyone on the Internet.

a) Dissertations and Habilitations

If you submit your dissertation or habilitation thesis for publication in accordance with the respective valid doctoral or habilitation regulations of Leuphana University Lüneburg, your name and identification data (date of birth, place of birth) as well as information on faculty affiliation will be published together with the date of submission and the date of the defence. These data are required to fulfil the publication obligations in accordance with the applicable regulations and thus to fulfil the publication agreement concluded with you for dissertations and habilitation theses.

In addition, the metadata described in section 3 will be linked to the publication and made publicly accessible.

b) Student publications: Examination and Qualification Theses

If you as a student submit a publication to Leuphana's repository (PubData), we will use your degree programme and information on the grade range and scientific relevance of your publication along with information on the reviewer or lecturer to check and document the suitability of your publication for publishing in PubData. We use your name, identification and contact details (postal address, private e-mail address) to attribute your publication and to communicate with you during the publication process. In addition, the metadata described in section 3 will be linked to the publication and made publicly accessible.



This data processing is necessary for the implementation of pre-contractual measures resulting from your request to submit your publication and for the subsequent fulfilment of the contract concluded between you and us. The legal basis for this processing is Art. 6 para. 1 sentence 1 letter b) GDPR.

5. Documentation of scientific relevance for student publications

If you provide information on a student paper as a reviewer or lecturer, we will use your name and function together with your information in the "publication recommendation for a student publication" for the purpose of assessing and documenting the scientific relevance of the student publications to be published in Leuphana's repository (PubData). Your information will be stored separately from the publication for internal verification purposes but not made public. The processing is carried out to fulfil the public interest task of promoting early-career researchers and artists. This data processing is necessary for the fulfilment of this task. The legal basis for this processing is Section 3 sentence 1 no. 1 NDSG, Art. 6 para. 1 sentence 1 letter e, para. 2 and 3 GDPR in conjunction with Section 3 para. 1 sentence 1 NDSG. § Section 3 para. 1 sentence 1 no. 3 NHG.

General information:

If we have not received your data directly from you, it was transmitted to us by the Accounting Department of Leuphana University. In the case described in section 5, the data was provided to us by the submitting person.

Even if you do not make use of your rights outlined below, the data associated with the publications will be stored by us for the duration of the publication agreement concluded and subsequently for up to 10 years after its termination. The data will be archived after the end of the publication. In order to protect against data loss, we also store the publications that you have submitted to us under the "PubData Publication Agreement for Publications" along with the associated metadata linked to your user account for at least ten years in accordance with good scientific practice. Otherwise, we will retain your data only as long as necessary to fulfil the purposes stated above.

This does not apply if a longer storage or retention period is required by law or is necessary for legal enforcement within the statutory limitation periods. If data is retained solely for the aforementioned purposes, access to the data is restricted to the extent necessary.

We generally keep your data confidential and make it accessible only to employees who need it for their work as part of the fulfilment of their duties. This does not apply if we are legally obliged to disclose the data or if we publish data for an undefined group of people in the context of contract fulfilment.

Please note that providing your data is necessary for the conclusion and fulfilment of the publication agreement. If you do not provide your data, this will prevent the fulfilment of the contract, which may result in further legal and contractual claims, or it may prevent the contract from being concluded.

For the purpose of completeness, we would like to inform you that a contract that has been concluded but cannot be executed may lead to further civil law consequences.

Automated decision-making including profiling within the meaning of Art. 22 (1) and (4) GDPR does not take place.

Your right to object according to Art. 21 GDPR:



With regard to the provision of the platform (see section 1.), the publication of metadata (see section 3.) and your involvement as a reviewer or lecturer (see section 5.), you have the right to object at any time, on grounds relating to your particular situation, to the processing of your personal data.

In this case, we will no longer process this data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves the establishment, exercise or defence of legal claims.

Your further rights:

You have the right to request information from us about the processing of data concerning you. This right of access includes a copy of the data as well as details about the purposes of processing, the recipients of the data, and the storage period.

If incorrect data is processed, you can demand that we correct this data immediately. Provided the legal requirements under Articles 17 or 18 GDPR are met, you also have the right to request the erasure of your data or the restriction of its processing. Please note that it may not be possible to restrict the processing of data.

Furthermore, under the conditions of Article 20 GDPR, you have the right to data portability.

To exercise your above-mentioned rights, please contact:

Leuphana Universität Lüneburg
Martin Bilz
Universitätsallee 1
21335 Lüneburg
E-Mail: martin.bilz@leuphana.de

If you have any further questions, our data protection officer will be pleased to assist you.

If you have any data protection complaints, please contact a data protection authority of your choice. The authority directly responsible for Leuphana University of Lüneburg is:

Die Landesbeauftragte für den
Datenschutz Niedersachsen
Prinzenstraße 5
30159 Hannover

E-Mail: poststelle@lfd.niedersachsen.de

Only the German version of this privacy notice shall be legally binding. The English translation serves information purposes only.

The regulations, policies, forms and legal agreements referenced in the document are available on [PubData's publication guidelines page](#).