

Automated execution and evaluation of examinations using the paper and pencil process ("scan-exams" with EvaExam)

Information required to be provided as per art. 12-14 of the General Data Protection Regulation (GDPR)

At Leibniz University Hannover, personal data of examiners and students are collected and processed for the purpose of the automated execution and evaluation of examinations using the paper and pencil process ("scan-exams").

The legal basis for the processing of the personal data is § 17 NHG (University Law of Lower Saxony) in conjunction with the regulation for the processing of personal data.

For exams, a legally required archiving period is laid down for all documents, encompassing both the examination material produced by the students and its evaluation. This is governed by the exam regulations and Circular A No. 18/2013 (retention periods for exam documents).

The examiners are responsible for deleting the data of the exams carried out by them from their user accounts in the EvaExam system after the retention deadline has passed.

The user accounts of examiners who are no longer employed at Leibniz University are also deleted from the IT system after the retention deadline has been passed.

You have the right of access to the data that Leibniz University Hannover holds about you, as well as the right to its rectification, erasure and restriction of processing, the **right to object** to processing and potential data portability rights. In addition, you have the right to complain to a supervisory authority if you believe that the processing of your personal data is in infringement of the legal prescriptions. The responsible supervisory authority here is the [Landesbeauftragte für den Datenschutz Niedersachsen](#) (State Data Protection Officer for Lower Saxony).

Obligation to inform as per Art. 13 GDPR

Responsibility and contact data	Gottfried Wilhelm Leibniz Universität Hannover Central Facility for Quality Enhancement in Study and Teaching (ZQS) Head: Martina Vanden-Hoeck Callinstraße 14
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	30167 Hannover Tel.: +49 511 762 14150 vanden-hoeck@zqs.uni-hannover.de
Data protection officer	Leibniz University Hannover - Data protection officer (DP)- Königsworther Platz 1 30167 Hannover Tel: +49 511 762 8132 Fax: +49 511 762 8258 Email: datenschutz@uni-hannover.de
Purpose of the data processing	EvaExam – automated execution and evaluation of examinations using the paper and pencil process ("scan-exams")
Legal basis of data processing	§ 17 NHG in conjunction with the regulation for the processing of the personal data of applicants for study, students, exam candidates, guest students and former members and staff of the Gottfried Wilhelm Leibniz Universität Hannover (student data for the purposes of the NHG)
Duration of storage	Data related to exams carried out must be deleted from the IT system (EvaExam) by the examiner in question after the end of the retention period for examination documents (see Circular A No. 18/2013). The user accounts of examiners who are no longer employed at Leibniz University are also deleted from the IT system after the retention deadline for examination documents has passed.
Your rights	As per the GDPR, you have the following rights: <ul style="list-style-type: none"> • The right to obtain information from us about the processing of your data at any time and free of charge (Art. 15 GDPR) • The right to rectification and completion of the data processed by us (Art. 16 GDPR) • The right to erasure of the data (Art. 17 GDPR) • The right to restriction of processing (Art. 18 GDPR) • The right to data portability: the issuing of your data in a structured, commonly used and machine-readable format (Art. 20 GDPR) • The right to object to data processing at any time (Art. 21 GDPR)
The right to complain	Data processing is under the supervision of the Landesbeauftragte für den Datenschutz Niedersachsen (State Data Protection Officer for Lower Saxony). You can find more information and contact details at https://www.lfd.niedersachsen.de/startseite/
Obligation to provide personal data	<u>Examiners</u> : You are under no obligation to provide personal data; however, the use of EvaExam is only possible when you provide us with the data that is necessary to create a user account. <u>Students</u> : Participation in an examination carried out with EvaExam requires you to give your participant ID. As a rule, this is your matriculation (registration) number. In addition, your first name and surname may need to be entered.