

Information on Data Processing in Accordance with Article 13 of the GDPR

1. Data Controller

The data controller responsible for the collection, processing and use of your personal data in connection with your use of Campus 3L's services is:

Campus 3L gGmbH
Carmen Schulz
Address: Zweifalltorweg 12, 64293 Darmstadt
Email: info@campus-LLL.de
Telephone: +4961518610050

If you have any questions regarding data protection, please feel free to contact us at any time.

Company details

Campus 3L gGmbH
Zweifalltorweg 12
64293 Darmstadt
Telephone: +4961518610050
VAT No.: DE369840001
Tax No.: 00725052476
Place of registration: Darmstadt
Commercial Register number: HRB 106746
Unless otherwise stated, the images on this website were created using Canva Pro.

Support

Carmen Schulz
Telephone: +4961518610050
Email: info@campus-LLL.de

2. Collection and Processing of Personal Data

Personal data is collected and processed only to the extent necessary for the provision of our services. This includes, in particular:

- Salutation, title, first name, surname
- Company/institution/organisation
- Date and place of birth
- Street, house number
- Postcode
- Town
- Telephone number
- A valid email address
- If applicable, billing address or details of the invoice recipient (organisation/company, department, salutation, title, first name, surname, street, house number, postcode, town, telephone number)
- Payment details
- Usage data (e.g. IP addresses, log data, timestamps relating to the use of our website or online platform)
- Where applicable, health data
- Face-to-face events attended
- Completion dates and schedules of individual continuing professional development courses (e.g. for credit towards higher-level qualifications)
- Generation of reports and analyses required for the performance of tasks (e.g. certificates)

This data is usually collected directly from you, for example when you register for our events, use our online services or communicate via email.

3. Collection and Processing of Personal Data for Further Education Programmes Leading to Higher Education Qualifications

In addition, specific requirements under Section 17 of the DSG-EKD apply to further education programmes leading to higher education qualifications at the Evangelische Hochschule Hessen.

Personal data includes, in particular:

- Maiden name
- Date of birth
- Place of birth
- Country of birth
- Nationality
- Job title
- Relevant application documents such as CVs and certificates, including digital copies
- Type and grades of academic qualifications or equivalent qualifications, including digital transcripts
- Proof of employment (for part-time Master's programmes), including digital copies
- Details of professional experience and current role, including employer
- Internal processing notes
- The collection of your application data
- The conduct of aptitude assessment procedures
- The ongoing updating of your personal data whilst you are participating in the further education programme (e.g. change of address, marriage, maternity leave or parental leave)
- Documentation of the progress of your further training
- The generation of reports and analyses required for the performance of tasks
- Severe disability or equivalent status
- Marital status
- Religious affiliation
- Student registration number
- Face-to-face sessions attended
- Qualifications and dates of individual further training programmes

4. Purposes of Data Processing

Personal data is collected and processed for the following purposes:

- Organising and managing participation in events and courses
- Processing payments
- Provision and improvement of online learning platforms and services
- Responding to enquiries and general communication
- Compliance with legal obligations

5. Legal Basis for Processing

Data processing is carried out in accordance with statutory requirements. These include specific laws that oblige us to process your data or permit such processing, as well as individual consents where applicable. Requirements regarding the formulation of consents are set out in the relevant data protection laws. The legal bases (including statutory requirements) are listed below. As various legal bases contain numerous individual passages, articles and sections, reference is sometimes made to these only in general terms.

- Church Act on Data Protection of the Evangelical Church in Germany (DSG-EKD)
- Federal Data Protection Act (BDSG, new version)
- Hesse Higher Education Act (HHG, HE)
- Higher Education Statistics Act (HStatG)
- Hesse Enrolment Regulation (HImVO)
- Enrolment Regulations of the Protestant University of Applied Sciences in Hesse
- Study and Examination Regulations of the Protestant University of Applied Sciences in Hesse
- Enrolment Fees for Postgraduate Programmes at the Protestant University of Applied Sciences in Hesse
- Maternity Protection Act, including the Ordinance on the Protection of Mothers in the Workplace (MuSchG)

6. Transfer of Data to Third Parties

Personal data will only be disclosed to third parties if:

- this is necessary for the fulfilment of a contract (e.g. passing on your payment details to payment service providers, partner universities, lecturers),
- we are legally obliged to do so, or
- you have expressly given us your consent in advance.

Processors engaged by us (Article 28 of the GDPR) may also receive personal data for these purposes.

These include:

- Evangelische Hochschule Hessen, Zweifalltorweg 12, 64293 Darmstadt, datenschulz@eh-darmstadt.de
- Payment service providers (DATEV eG, 90329 Nuremberg; Mangopay SA, 2 Avenue Amélie, 1125 Luxembourg; Evangelische Bank eG, Ständeplatz 19, 34117 Kassel)
- Tax authorities / auditors in accordance with our legal obligations (Müller & Buchterkirche GbR, Kirmstraße 23, 48161 Münster)
- IT service providers (including RR Software GmbH, Am Bahnhof 1, 38899 Hasselfelde | elopage GmbH, Potsdamer Straße 125, 10783 Berlin, Germany | IT-Service Häcker e.K., Hofackerstr. 8, 63776 Mömbris-Gunzenbach)
- Teaching staff / lecturers / supervisors / examiners, depending on the circumstances, subject to the consent of the data subject
- JUGEND für Europa – National Agency for Erasmus+ Youth, Godesberger Allee 142–148, 53175 Bonn
- European Commission, as part of data collection in the Beneficiary Module and project reporting¹
- Project partner organisations within the framework of the respective Erasmus+ project, insofar as this is necessary for the implementation of the mobility activity (e.g. host organisations, cooperation partners)
- Where applicable, (accident) insurance providers / employers' liability insurance associations as part of our statutory obligations
- Where applicable, the public prosecutor's office / investigating authorities in connection with our legal obligations
- Hessian State Statistical Office
- Hessian Ministry of Science and the Arts
- Where applicable, the Church Administration of the Protestant Church in Hesse and Nassau, Higher Education Department
- Where applicable, the Regional Church Office of the Protestant Church of Kurhessen-Waldeck

7. Data Collection When Visiting Our Website

When you visit our website purely for information purposes, we automatically collect technical data (server log files) that is necessary for displaying the page:

- Website visited
- Date and time of access
- Amount of data transmitted in bytes
- Source/link from which you accessed the page
- Browser used
- Operating system used
- IP address used (in anonymised form where applicable)

Processing is carried out in accordance with Article 6(1)(f) of the GDPR to improve the stability and functionality of the website.

Contact Forms (WPForms)

If you send us enquiries via a contact form, the details you provide in the enquiry form – including the contact details you have provided there – will be stored by us for the purpose of processing your enquiry and in the event of any follow-up questions.

The data is processed on the basis of Article 6(1)(b) of the GDPR (contract or pre-contractual measures) and Article 6(1)(f) of the GDPR (legitimate interest in processing your enquiry).

8. Hosting

This website is hosted by IT-Service Häcker e. K., owned by Jörg Häcker, Hofackerstr. 8, 63776 Mömbris, Germany (website: it-haecker.de). The provider uses the infrastructure of all-inkl.com (ALL-INKL.COM – Neue Medien Münnich, owned by René Münnich, Hauptstraße 68, 02742 Friedersdorf). Both providers are based in Germany; all data is processed on German servers.

The course platform is hosted by elopage GmbH, Potsdamer Straße 125, 10783 Berlin, Germany ("ablefy"). All data is processed on German servers. We have entered into a data processing agreement with ablefy (formerly elopage) to ensure the protection of your data. Details on data protection at elopage can be found at: <https://myablefy.com/privacy>.

9. Cookies

To make your visit to our website more engaging and to enable the use of certain features, we use so-called cookies on various pages. These are small text files that are stored on your device. Some of the cookies we use are deleted at the end of the browser session, i.e. once you close your browser (so-called session cookies). Other cookies remain on your device and enable us to recognise your browser the next time you visit (so-called persistent cookies). When cookies are set, they collect and process certain user information to a specific extent, such as browser and location data, as well as IP addresses. Persistent cookies are automatically deleted after a specified period, which may vary depending on the cookie. You can find the duration for which each cookie is stored in the overview of your web browser's cookie settings. In some cases, cookies are used to simplify the ordering process by storing settings (e.g. remembering the contents of a virtual shopping basket for a later visit to the website). Where personal data is also processed by individual cookies used by us, such processing is carried out in accordance with Article 6(1)(b) of the GDPR either for the performance of the contract, in accordance with Article 6(1)(a) of the GDPR where consent has been given, or in accordance with Article 6(1)(f) of the GDPR to safeguard our legitimate interests in ensuring the best possible functionality of the website and a customer-friendly and effective user experience. Please note that you can configure your browser so that you are informed when cookies are set and can decide on a case-by-case basis whether to accept them, or you can block the acceptance of cookies in specific cases or generally. Each browser manages its cookie settings differently. This is described in each browser's help menu, which explains how you can change your cookie settings. You can find these for the respective browsers via the following links:

Internet Explorer: <https://support.microsoft.com/en-us/help/17442/windows-internet-explorer-delete-manage-cookies>

Firefox: <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences>

Chrome: <https://support.google.com/chrome/answer/95647?hl=en>

Safari: <https://support.apple.com/en-gb/guide/safari/sfri11471/mac>

Opera: <https://help.opera.com/en/latest/web-preferences/#cookies>

You can disable cookies in your browser. Please note that this may restrict the functionality of the website.

10. Ordering via the Course Platform Website

The personal data we collect is, as standard, passed on to RR Software GmbH, Am Bahnhof 1, 38899 Hasselfelde, as part of the contract processing via the website <https://veranstaltungen.campus-iii.de/> (or the Seminar Portal Campus 3L – Events Overview). RR Software acts on our behalf in accordance with Article 6(1)(b) of the GDPR to fulfil our contractual obligations regarding the provision of the purchased item and carries out the necessary processing of purchase and transaction data, as well as setting up participant accounts to access the purchased content. Details of RR Software's privacy policy can be found at <https://www.antrago.de/datenschutz/>

The personal data we collect is, as standard, also passed on to elopage GmbH, Potsdamer Straße 125, 10783 Berlin, Germany ("elopage"), as part of the contract processing via the website <https://kursplattform.campus-iii.de>. Elopape acts on our behalf in accordance with Article 6(1)(b) of the GDPR to fulfil our contractual obligations regarding the provision of the purchased item and carries out the necessary processing of purchase and transaction data to set up customer accounts for accessing purchased content. Details of elopape's privacy policy can be found at <https://myablefy.com/privacy>.

We pass on your payment details to the appointed credit institution as part of the payment processing, insofar as this is necessary for the payment to be processed. Where payment service providers are used, we will inform you of this explicitly below. The legal basis for the transfer of data is Article 6(1)(b) of the GDPR.

11. Newsletter (Brevo)

If you subscribe to our newsletter, we will use the data you provide solely for the purpose of sending the newsletter. We use the Brevo service (Sendinblue GmbH, Köpenicker Straße 126, 10179 Berlin, Germany) to send the newsletter. Registration takes place via the so-called double opt-in procedure. This means that, after registering, you will receive an email in which you must confirm your registration. This confirmation is necessary to ensure that nobody can register using someone else's email address.

Data processing is carried out on the basis of your consent in accordance with Article 6(1)(a) of the GDPR. You can unsubscribe from the newsletter at any time via the unsubscribe link included in every email.

12. Microsoft Teams

We use the 'Microsoft Teams' service provided by Microsoft Corporation, One Microsoft Way, Redmond, WA 98052-6399, USA (hereinafter 'Microsoft Teams') to hold online meetings, video conferences and/or webinars.

When using Microsoft Teams, various types of data are processed. The scope of the data processed depends on what information you provide before or during your participation in an online meeting, video conference or webinar. When using Microsoft Teams, data relating to the participants in the communication is processed and stored on Microsoft Teams' servers. This data may include, in particular, your login details (name, email address, telephone number (optional) and password) and meeting data (subject, participants' IP addresses, device information, description (optional)). In addition, participants' visual and audio contributions, as well as text entered in chats, may be processed.

Where personal data is processed in order to fulfil a contract with you (this also applies to processing operations necessary for the implementation of pre-contractual measures), Article 6(1)(b) of the GDPR serves as the legal basis. If you have given us your consent to the processing of your data, the processing is carried out on the basis of Article 6(1)(a) of the GDPR. Any consent given may be withdrawn at any time with effect for the future.

Furthermore, the legal basis for data processing when conducting online meetings, video conferences or webinars is our legitimate interest, in accordance with Article 6(1)(f) of the GDPR, in the effective conduct of the online meeting, webinar or video conference. Further information on data use by Microsoft Teams can be found in the Microsoft Teams Privacy Statement at <https://privacy.microsoft.com/en-us/privacystatement>

13. Zoom

We use the 'Zoom' service provided by Zoom Video Communications Inc., 55 Almaden Blvd, Suite 600, San Jose, CA 95113, USA (hereinafter 'Zoom') to hold online meetings, video conferences and/or webinars.

When using Zoom, various types of data are processed. The scope of the data processed depends on what information you provide before or during your participation in an online meeting, video conference or webinar. When using Zoom, data relating to the participants in the communication is processed and stored on Zoom's servers. This data may include, in particular, your login details (name, email address, telephone number (optional) and password) and meeting details (topic, participants' IP addresses, device information, description (optional)). In addition, participants' visual and audio contributions, as well as text entered in chats, may be processed.

Where personal data is processed to fulfil a contract with you (this also applies to processing operations necessary to carry out pre-contractual measures), Article 6(1)(b) of the GDPR serves as the legal basis. If you have given us your consent to process your data, the processing is carried out on the basis of Article 6(1)(a) of the GDPR. Any consent given may be withdrawn at any time with effect for the future.

Furthermore, the legal basis for data processing when conducting online meetings, video conferences or webinars is our legitimate interest, in accordance with Article 6(1)(f) of the GDPR, in the effective conduct of the online meeting, webinar or video conference. Further information on Zoom's use of data can be found in Zoom's privacy policy at <https://zoom.us/docs/en-us/privacy-and-legal.html>

14. Retention Period for Personal Data

The duration for which personal data is stored is determined by the relevant legal basis, the purpose of processing and – where applicable – additionally by the relevant statutory retention period (e.g. retention periods under commercial and tax law). In particular, the following retention periods apply in accordance with statutory requirements:

- Business correspondence and tax-related documents are retained for a period of 6 years (Section 257 of the German Commercial Code (HGB), Section 147 of the German Fiscal Code (AO)).
- Invoices, accounting documents and annual financial statements are retained for 10 years (Section 257 of the German Commercial Code (HGB), Section 147 of the German Fiscal Code (AO)).

Where personal data is processed on the basis of explicit consent in accordance with Article 6(1)(a) of the GDPR, this data is stored until the data subject withdraws their consent.

Where statutory retention periods apply to data processed in the context of contractual or quasi-contractual obligations on the basis of Article 6(1)(b) of the GDPR, such data is routinely deleted once the retention periods have expired, provided that it is no longer required for the performance of a contract or for entering into a contract and/or we no longer have a legitimate interest in continuing to store it.

Where personal data is processed on the basis of Article 6(1)(f) of the GDPR, such data is stored until the data subject exercises their right to object under Article 21(1) of the GDPR, unless we can demonstrate compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject, or the processing is necessary for the establishment, exercise or defence of legal claims. Where personal data is processed for the purposes of direct marketing on the basis of Article 6(1)(f) of the GDPR, this data is stored until the data subject exercises their right to object under Article 21(2) of the GDPR.

Documents relating to Erasmus+ mobility projects are retained for a period of at least five years following the final payment under the relevant grant agreement. The legal basis is Article 6(1)(c) of the GDPR in conjunction with the retention obligations set out in the grant agreement with JUGEND für Europa. Requests for erasure under Article 17 of the GDPR cannot be fully complied with for this period and for this data; data subjects will be informed of this upon request.

Unless otherwise specified in the other information contained in this statement regarding specific processing situations, stored personal data will otherwise be erased when it is no longer necessary for the purposes for which it was collected or otherwise processed.

Retention periods for records relating to university examinations and evidence of further education leading to qualifications are set out in the information on the collection of personal data in accordance with [Section 17 of the DSG-EKD](#).

The following must be retained permanently:

- Lists or registers of enrolled students.

The following must be retained for 60 years:

- Lists or registers of whether university examinations have been passed or failed,
- Documents relating to periods of study,
- Documents relating to admission to a university examination, insofar as these have not been returned, and
- Drafts or copies of the relevant examination certificates.

The following must be retained for five years:

- Certificates or lists of students' academic achievements,
- Examination papers from university examinations, provided they have not been returned,
- The reports on the relevant examination papers,
- In the event of failure or withdrawal from examinations, the drafts or copies of the notices issued and the summaries of the individual examination results.

The retention periods for examination documents commence at the end of the calendar year in which the candidate was notified of the final result of the relevant examination. Examination documents must not be disposed of until an examination decision has become final and binding. Documents may be retained in paper form or on suitable data storage media.

15. Your Rights

The applicable data protection legislation grants you comprehensive data subject rights (rights of access and intervention) vis-à-vis the data controller with regard to the processing of your personal data; we set out these rights below:

- Right of access under Article 15 of the GDPR: In particular, you have the right to obtain information about your personal data processed by us, the purposes of the processing, the categories of personal data processed, the recipients or categories of recipients to whom your data has been or will be disclosed, the intended period of storage or the criteria for determining the period of storage, the existence of a right to rectification, erasure, restriction of processing, the right to object to processing, the right to lodge a complaint with a supervisory authority, the source of your data if it was not collected by us directly from you, the existence of automated decision-making, including profiling, and, where applicable, meaningful

information about the logic involved, the significance for you and the intended consequences of such processing, as well as your right to be informed of the safeguards in place pursuant to Article 46 of the GDPR when your data is transferred to third countries;

- Right to rectification under Article 16 of the GDPR: You have the right to have inaccurate personal data concerning you rectified without delay and/or to have incomplete personal data stored by us completed;
- Right to erasure under Article 17 of the GDPR: You have the right to request the erasure of your personal data where the conditions set out in Article 17(1) of the GDPR are met. However, this right does not apply, in particular, where processing is necessary for the exercise of the right to freedom of expression and information, for compliance with a legal obligation, for reasons of public interest, or for the establishment, exercise or defence of legal claims;
- Right to restriction of processing under Article 18 of the GDPR: You have the right to request the restriction of the processing of your personal data whilst the accuracy of your data, which you have contested, is being verified; if you object to the erasure of your data on the grounds of unlawful data processing and instead request the restriction of the processing of your data; if you require your data to assert, exercise or defend legal claims, once we no longer require this data after the purpose has been fulfilled, or if you have lodged an objection on grounds relating to your particular situation, whilst it remains to be determined whether our legitimate grounds override yours;
- Right to be informed under Article 19 of the GDPR: If you have exercised your right to rectification, erasure or restriction of processing against the controller, the controller is obliged to notify all recipients to whom your personal data has been disclosed of this rectification, erasure or restriction of processing, unless this proves impossible or involves disproportionate effort. You have the right to be informed of these recipients.
- Right to data portability under Article 20 of the GDPR: You have the right to receive the personal data you have provided to us in a structured, commonly used and machine-readable format, or to request that it be transmitted to another data controller, insofar as this is technically feasible;
- Right to withdraw consent pursuant to Article 7(3) of the GDPR: You have the right to withdraw your consent to the processing of data at any time with effect for the future. In the event of withdrawal, we will delete the relevant data without delay, provided that further processing cannot be based on a legal basis for processing without consent. Withdrawal of consent does not affect the lawfulness of processing carried out on the basis of that consent prior to its withdrawal;
- Right to lodge a complaint under Article 77 of the GDPR: If you consider that the processing of your personal data infringes the GDPR, you have – without prejudice to any other administrative or judicial remedy – the right to lodge a complaint with a supervisory authority, in particular in the Member State of your habitual residence, your place of work or the place where the alleged infringement occurred.

If you wish to exercise any of these rights, simply send an informal email to: info@campus-LLL.de.

16. Right to Object

You may object at any time to the processing of your personal data carried out on the basis of legitimate interests pursuant to Article 6(1)(f) of the GDPR. In this case, we will no longer process your data unless there are compelling legitimate grounds for the processing.

If you wish to exercise your right to object, simply send an email to: info@campus-LLL.de.

If you believe that we are processing your data unlawfully, you have the right to lodge a complaint with the relevant data protection authority.

17. Data Security

We implement technical and organisational measures to protect your personal data from loss, misuse or unauthorised access. Our security measures are continuously improved in line with technological developments.

18. Changes to the Privacy Policy

We reserve the right to amend this privacy policy as necessary, in particular in the event of further developments to our services or due to changes in legal provisions. You can find the latest version on our website.

Last updated: 5 August 2026

¹Where Campus 3L transfers personal data to JUGEND für Europa or the European Commission in the context of Erasmus+ projects, Campus 3L acts as a data processor within the meaning of Article 28 of the GDPR in this processing activity. The European Commission is the data controller responsible for the further processing of this data in accordance with Regulation (EU) 2018/1725. Data subjects' rights in relation to this data – in particular the right to erasure under Article 17 of the GDPR – must therefore be exercised vis-à-vis the European Commission. Campus 3L cannot itself arrange for the erasure of this data, but will assist data subjects in exercising their rights vis-à-vis the European Commission and will forward any such requests.