

## Privacy Policy for Placement-Online

### Online Application for Erasmus+ Internships

#### 1. Application

By submitting an application through the "Placement-Online" portal for Erasmus+ internships offered by the consortium "LEONARDO Office Brandenburg," you are providing the LEONARDO Office Brandenburg with personal data based on the information you enter into the online form.

All data you provide in the "Placement-Online" portal for Erasmus+ internships is voluntary and serves as the basis for participating in the online application process. As an alternative to the online application, you may submit the required information in writing to the staff of the LEONARDO Office Brandenburg. In that case, the staff will enter your data into the Placement-Online system for electronic processing.

You are responsible for ensuring that the data you provide is accurate and truthful. You may access and update your personal information at any time by logging into Placement-Online with your username and password. You may also withdraw your application at any time.

#### 2. Consent

By submitting your application, you consent to the transmission of your data to the technical service provider of the LEONARDO Office Brandenburg, SOP GmbH, located in Austria. Your data will be processed in accordance with the requirements of the LEONARDO Office Brandenburg and the funding agency EACEA or DAAD.

Aside from yourself, only authorized personnel at the LEONARDO Office Brandenburg have access to your data within the portal.

The LEONARDO Office Brandenburg will handle your data in accordance with the Brandenburg Data Protection Act and all other applicable data protection regulations. As required by the funding agency, your data will be anonymized after a period of five years.

If you have any questions, please contact: [leonardo@b-tu.de](mailto:leonardo@b-tu.de)