

Application for the International Summer School (ISS): Privacy Policy

Responsible person:

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1. Basic information on data processing and legal bases

- 1.1. This data protection declaration explains the type, scope and purpose of the processing of personal data within the framework of IMB's "International Summer School" (henceforth ISS).
- 1.2. The terms used, such as "personal data" or their "processing", we refer to the definitions in Art. 4 of the General Data Protection Regulation (GDPR). The IMB collects applicant and employee data, maintenance work by external service providers, information duties and data security issues and a data protection impact assessment; a list of processing activities and agents has been compiled.
- 1.3. Personal user data processed within the ISS include inventory data (e.g., names, addresses, academic records) and contract data (e.g., services used, agents' names, payment information).
- 1.4. The term "user" covers all categories of data subjects. These include our business partners, customers, interested parties and scientific cooperation partners. The terms used, such as "user", are to be understood as gender-neutral.
- 1.5. We process personal data of users only in compliance with the relevant data protection regulations. This means that the user's data will only be processed if a legal permit has been obtained. This means, in particular if data processing for the provision of our contractual services (e.g. registration, travel expenses) is required by law, if the user has given his or her consent, as well as on the basis of our legitimate interests (i.e. interest in the analysis, optimisation and economic operation and security of the ISS within the meaning of Art. 6 para. 1 lit. f. GDPR).
- 1.6. We point out that the legal basis of the consents are Art. 6 para. 1 lit. a. and Art. 7 GDPR, the legal basis for the processing for the fulfilment of our services and implementation of contractual measures is Art. 6 para. 1 lit. b. GDPR, the legal basis for processing to fulfil our legal obligations is Art. 6 para. 1 lit. c. GDPR, and the legal basis for processing to protect our legitimate interests is Art. 6 para. 1 lit. f. GDPR.

2. Safety precautions

- 2.1. We take organizational, contractual and technical security measures in accordance with the state of the art in order to ensure that the regulations of data protection laws are observed and thus to protect the data processed by us against accidental or intentional manipulation, loss, destruction or against access by unauthorized persons.
- 2.2. The security measures include in particular regular data backups of personal data and access restrictions.

3. Disclosure of data to third parties

- 3.1. Data will only be passed on to third parties within the framework of legal requirements. We only pass on user data to third parties if, for example, this is necessary for contractual purposes on the basis of Art. 6 para. 1 lit. b) GDPR or on the basis of legitimate interests pursuant to Art. 6 para. 1 lit. f. GDPR on the economic and effective operation of our business operations.
- 3.2. For the purpose of the evaluation during the application process, full applications including CVs will be distributed to participating group leaders at IMB, Johannes Gutenberg University Mainz and the University Medical Center Mainz (participating group leaders are listed here: www.imb.de/students-postdocs/international-summer-school/apply-to-the-iss/participating-groups) as well as the postdoc and PhD student representatives of IMB.

4. Performance of contractual services

- 4.1. We process inventory data (e.g., names and addresses as well as contact data of users), contract data (e.g., services used, names of contact persons, payment information) for the purpose of fulfilling our contractual obligations and services pursuant to Art. 6 para. 1 lit b. GDPR.
- 4.2. You may be contacted by the IMB Training Office via the given email address in the context of your application, your interest in IMB programmes or for statistical purposes for maximum of 6 month after your application.

5. Rights of users

- 5.1. Users have the right, upon request and free of charge, to receive information about the personal data that we have stored about them.
- 5.2. In addition, users have the right to correct inaccurate data, to limit the processing and deletion of their personal data, if applicable, to assert their rights to data portability and, in the event of the assumption of unlawful data processing, to file a complaint with the competent supervisory authority.
- 5.3. Likewise, users can revoke consent; in principle with effect for the future (see 8. Right of objection).

6. Deletion of data

- 6.1. The data stored by us will be deleted as soon as it is no longer required for its intended purpose and there are no legal obligations to keep it in safekeeping. If the user's data are not deleted because they are necessary for other and legally permissible purposes, their processing is restricted. This means that the data is blocked and not processed for other purposes. This applies, for example, to user data that must be retained for commercial or tax reasons.
- 6.2. In accordance with statutory requirements, the records are kept for 6 years in accordance with § 257 (1) HGB (trading books, inventories, opening balance sheets, annual financial statements, commercial letters,

accounting documents, etc.) and for 10 years in accordance with § 147 (1) AO (books, records, management reports, accounting documents, commercial and business letters, documents relevant for taxation, etc.) and up to the complete answer of any further inquiries by third party funders a maximum of 2 years.

7. Newsletter

- 7.1. With your consent you can subscribe to our newsletter. The only mandatory information for sending the newsletter is your e-mail address. The provision of further data is voluntary and will be used to address you personally. After your confirmation, we will save your e-mail address for the purpose of sending you the newsletter. The legal basis is Art. 6 para. 1 cl. 1 lit. a GDPR.
- 7.2. You can revoke your consent to receive the newsletter at any time and unsubscribe from the newsletter. You can declare your revocation by clicking on the link provided in every newsletter e-mail or by sending a message to the contact details given in the imprint.

8. Right of objection

Users can object to the future processing of their personal data in accordance with legal requirements at any time. The objection may be lodged in particular against processing for direct marketing purposes.

The objection must be addressed in writing to the data protection officer of IMB:
Pascal Silberhorn, Ackermannweg 4, 55128 Mainz, dsb@imb-mainz.de

9. Changes to this Privacy Policy

- 9.1. We reserve the right to change the data protection declaration in order to adapt it to changed legal situations or in the event of changes to the service or data processing. However, this only applies with regard to declarations on data processing. If user consents are required or components of the data protection declaration contain provisions of the contractual relationship with the users, the changes will only be made with the users' consent.
- 9.2. Users are asked to inform themselves regularly about the contents of the data protection declaration.