

External Form Management System (FMS) with External Access Privacy Notice (Pursuant to Art. 13, 14, and 21 GDPR)

Data protection remains important to us. Below we present to you the information about how we process your data in the FMS with external access and about the rights you have.

As the controller of your data, Forschungszentrum Jülich has implemented a number of technical and organizational measures to ensure the highest level of protection possible for your personal data.

Name of the controller within the terms of data protection legislation:

Forschungszentrum Jülich GmbH

Wilhelm-Johnen-Strasse

52428 Jülich, Germany

Tel: +49 2461 61-0

Website: <https://www.fz-juelich.de>

1. Purpose of processing and legal basis

Your personal data are processed according to the provisions of the General Data Protection Regulation (GDPR), the new German Federal Data Protection Act (BDSG – neu), and other relevant data protection regulations. The processing and use of such data is necessary for the following purpose:

Exchange of information between the divisions of Forschungszentrum Jülich and external parties by:

- Forschungszentrum Jülich providing you with a relevant form
- you completing the form with your personal data and returning it to Forschungszentrum Jülich

Further details and any supplementary information on the purposes of data processing can be found in our contracts, forms, declarations of consent, and other information provided (e.g. on our website).

The legal basis for this processing is provided by Art.6(1)(f) GDPR. Processing on this legal basis is deemed to occur when processing is necessary for the purposes of the legitimate interests pursued by our enterprise, except where such interests are overridden by your interests or fundamental rights and freedoms. When the processing of personal data is necessary for the performance of a contract or in order to take steps prior to entering into a contract, then the legal basis is provided by Art. 6(1)(b) GDPR. We make every effort to protect your data from loss, misuse, unauthorized access, unauthorized disclosure, falsification, and destruction. Within our enterprise, your data are stored on password-protected servers to which only a limited number of people have access.

2. Types of personal data processed by us

The following data are processed:

- Personal data: e.g. surname, first name, birth name, gender, date and place of birth, nationality, academic degree
- Contact details: email address, home address, place of residence during your stay at Forschungszentrum Jülich
- Optional data entered in the form: e.g. photo, profile description, etc.

3. Who receives the data?

We forward your personal data within our institution to the areas that require these data to conform with contractual and legal obligations and to uphold our legitimate interests. We neither sell or trade your personal data nor pass them on to third parties. This does not include any third-party providers that assist us in operating our website, conducting our business, or that assist you (as long as these parties agree to treat this information confidentially).

4. Are your data transferred to third countries or to international organizations?

Your data are not processed outside the EU or the EEA.

5. For how long do we retain your data?

The data you enter in the form are only saved temporarily until the form has been sent. Upon receipt of your data at Forschungszentrum Jülich, we process your personal data in the infrastructure divisions as long as a contractual relationship exists.

In addition, various retention and documentation obligations apply, which are anchored, for example, in the German Commercial Code (HGB) and the Fiscal Code of Germany (AO).

The periods for retention and/or documentation prescribed there are defined as up to 10 years after the conclusion of your employment at Forschungszentrum Jülich or the conclusion of the pre-contractual relationship.

6. To what extent is automated individual decision-making (including profiling) used?

As an enterprise that thinks and acts responsibly, we forgo automated individual decision-making or profiling in accordance with Art. 22 GDPR.

7. Cookies

We use cookies. Cookies are small pieces of data stored on your computer's hard drive by a site or its service provider via a web browser (if you consent). These cookies allow the site to recognise your browser and, if you have a registered account, to assign it to your registered account.

We use cookies to understand and remember your preferences for future visits and to calculate aggregate data on our Internet traffic and site interactions in order to provide a better site experience and better tools in the future. We may commission third-party providers to help us better understand our website visitors.

8. Your privacy rights

You have the right of access pursuant to Art. 15 GDPR, the right to rectification pursuant to Art. 16 GDPR, the right to erasure pursuant to Art. 17 GDPR, the right to restriction of processing pursuant to Art. 18 GDPR, and the right to data portability pursuant to Art. 20 GDPR.

9. Your right to lodge a complaint with the relevant supervisory authority

In addition, you have the right to lodge a complaint with a supervisory authority (Art. 77 GDPR). The supervisory authority responsible for us is:

Der Bundesbeauftragte für den Datenschutz und die Informationsfreiheit
Graurheindorfer Str. 153, 53117 Bonn, Germany
Email: poststelle@bfdi.bund.de

For more information, please directly contact the data protection officer of Forschungszentrum Jülich:

Frank Rinkens
Forschungszentrum Jülich GmbH
Wilhelm-Johnen-Strasse
52428 Jülich, Germany
Tel: +49 2461 61-9005
Email: DSB@fz-juelich.de.

10. Your obligations to provide us with your data

You need only provide those data that are necessary for accessing and using the forum or those data that we are legally obliged to collect. Should we request additional data, you will be informed of the voluntary nature of providing us with this information.