

Information for data subjects
according to Article 12 of the [EMBL Internal Policy 68](#)

EMBL's Office of Alumni Relations will be the data controller of personal data you provide to the European Molecular Biology Laboratory (EMBL) upon registering with the EMBL Alumni Association. Your data will be processed for the purposes of facilitating contact with EMBL alumni, EMBL alumni statistics and reports, volunteer engagement activities, promotion of EMBL news and events, and for provision of additional event services like surveys, campaigns and calls to action, as well as involving you in various mailing list activities.

EMBL's Office of Alumni Relations maintains your data in a contact relations management system (CRM) provided by Access thankQ. Some of this data is provided by EMBL Human Resources, some is provided by you, while others are produced through our interactions with you or collected from publicly accessible sources.

Your data maintained in the thankQ CRM includes (where known):

1. Personal details (e.g. name, last name, current place of work, picture if you provide it, nationality)
2. EMBL employment details (including dates of your employment, your EMBL position, group and unit)
3. Contact Preferences (e.g. whether you want to be contacted and for what purpose)
4. Address details (e.g. city, postcode, country)
5. Biographical information, awards and links to publications and social media
6. Alumni membership details (e.g. date of joining or type of membership)
7. Portal log-in date and internal administration data
8. Volunteering activities
9. Subscriptions (e.g. an annual report or a newsletter)
10. Our communications with you (including date, content of formal messages and engagement statistics)
11. Survey responses and feedback on various items / topics
12. Information on event attendance (including dates and event name)
13. Link to another EMBL alumna/us as spouse (if known)

EMBL's Office of Alumni Relations also maintains an online Alumni Directory accessible to all members of staff (*via* the Intranet) and to all members of the EMBL Alumni Association *via* login. Some of the data in the Directory comes from the CRM, and other data is provided by you.

Your data maintained in the online Alumni Directory includes:

1. Personal details (e.g. name, last name, current place of work, facility to send the individual an e-mail, picture if you provide it)
2. EMBL employment details (including dates of your employment, your position and the group and unit you worked for)
3. Address details (e.g. city, postcode, country)
4. Biographical information, awards and links to publications and social media

We rely on the following legal basis while processing your data:

- achievement of the aims laid down in EMBL's establishing agreement of 1973 (Article 5(1)(a) of IP 68)
- legitimate interest of EMBL (Article 5(1)(c) of IP68)
- your consent (Article 5(2) of IP68)

You are not obliged to provide any such data to us. Without them, however, we may not be able to engage with you as an alumna/us of EMBL or as someone who serves or supports our alumni relations.

Some of your personal data may be disclosed to the following external recipients, processing data under our control:

1. Access UK Limited, a UK company developing the ThankQ Contact Relationship Management software and maintaining its function *via* maintenance contract, hence having access to all data.
2. Provider of print-mailing services, Mera Druck GmbH, which processes them to post a print publication or event invitation on EMBL's behalf.
3. Provider of personalised mailing services, The Rocket Science Group LLC d/b/a MailChimp.
4. Provider of survey services, SurveyMonkey Inc.
5. Provider of events services, Eventbrite Inc.
6. Provider of scheduling services, Doodle AG.
7. EMBL Alumni Association – we share limited data with select members of the Association, who are subject to confidentiality obligations in their roles as Alumni Association board members or event organisers, for example.

Your data may also be processed internally by EMBL's departments other than EMBL's Office of Alumni Relations.

You can also exercise following rights, granted under the Article 13 of the [EMBL Internal Policy No 68](#):

- a right not to be subject to a decision made by automated means (i.e. without any human intervention)
- a right to request access to your personal data
- a right to object to the processing of personal data
- a right to request erasure or rectification of your personal data
- a right to request information on the reasoning underlying data processing

Please note that those rights can be subject to limitations, as described in Article 13(2) of the [EMBL Internal Policy No 68](#).

If you wish to exercise your rights or wish to contact the data controller regarding any other data protection related matters, you can send an email to alumni@embl.org or a letter to:

EMBL
Alumni Relations Office
Meyerohofstraße 1
69117 Heidelberg
Germany

Advice on data protection matters can also be obtained from the EMBL Data Protection Officer (DPO), under Article 17(2) of the [EMBL Internal Policy No 68](#). DPO can be reached by email at dpo@embl.org.

If you wish to complain under Article 22(1) of the [EMBL Internal Policy No 68](#), you may do so with the EMBL Data Protection Committee. It can be reached by post at:

EMBL Heidelberg
Data Protection Committee
Meyerohofstraße 1
69117 Heidelberg
Germany

When contacting us, please quote 'HD Alumni Management CRM'.