Privacy Notice

This privacy notice explains what personal data EMBL collects, for what purposes, how it is processed, and how we keep it secure, in the context of:

MSCA-Cofunded EIPOD-LinC call

1. Who is responsible for the processing

The EMBL data controller (and joint-controller if applicable) contact details are:

EMBL Heidelberg
Meyerhofstraße 1 69117 Heidelberg Germany
+49 6221 387-0
eipod@embl.org

2. What personal data do we process

The following categories of personal data may be processed:

<u>1. Applicants for the EIPOD programme</u>

- First name, last name, date of birth, place of birth
- Gender and nationality for diversity monitoring and reporting statistics for the programme
- Educational background (periods of study, degree(s), institutional, country of institution, grade if relevant, name of advisor and subject area of study)
- Current position (starting date and affiliation)
- Additional aspects of scientific training (i.e. second degree, if education was interrupted, information on your interim activities)
- Research outputs (i.e. publications, open data sets, software, pre-prints, patents etc.) and 300 words narrative summarising the impact and importance of the main outputs, prizes and awards can also be listed in this section
- Research experience: applicants can provide additional information related to their research outputs and if they have research that have not yet generated output
- Project choice: applicants develop a self-designed interdisciplinary research project under the overarching theme of "Exploring Life in Context"
- References: the contact details [first and last name, university (city, country, postal code), and email address, for minimum two and maximum three references]
- Other: where applicant heard about the programme and whether they have ever worked at EMBL. If they have/are working at EMBL, the dates are asked for.

<u>2. Referees nominated by the applicant</u>

- Reference letters are sent by email to EIPOD-references@embl.de. Applicants do not provide referee contact details in the application.
- The reference letters (note that they will only be available to the panel and will not be shared with the applicant).

3. External scientific experts

External scientific experts are given password-protected access via OwnCloud to the applications they have been asked to review. The following data is processed:

- First name, last name
- Institute / Company, address, postal code, city
- External e-mail (non-EMBL)
- Gender / diversity statistics for programme reporting, where available
- They also sign a confidentiality agreement with the EIPOD programme.

If applicable, the following categories of sensitive data may be processed:

Health data (e.g. neurodiversity, for an onsite interview (if any): specific disability requirements or food allergies).

3. For what purposes do we process your personal data

Your personal data will be processed for the following purposes:

Your data will be processed for the purposes of considering you for a fellowship from the EIPOD-LinC programme. The information you provide will allow EMBL Group and external scientific experts to evaluate your suitability for the programme. The external experts can come from academic institutes, industry and clinics from anywhere in the world. In order to participate in the evaluation and selection process they sign a confidentiality agreement with the programme. Your data will be processed for the purposes of the evaluation and selection process related to your application to the fellowship programme.

More specifically, applicants will submit their application via Workday. Your application will be checked by the EIPOD Office for eligibility against the programme's eligibility requirements. The referees you have indicated in your application will be contacted over email. The referees do not have access to the application and applicants will not have access to the reference letter(s). Applications are anonymised through the removal of protected characteristics. Evaluators are briefed on unconscious bias and instructed not to penalise career breaks, time spent in a non-academic sector, or the language levels of non-native English speakers.

If your application meets the programme's eligibility requirements, it will be put forward for review by 3 external scientific experts from another academic institute, industry or a clinic. The scores from the evaluations on each application are averaged. A Short-listing and Offers Committee, composed of 5 Programme Steering Committee members (the Programme Coordinator and one EMBL group leader per research area) plus the 4 Evaluation Committee chairs, receives the ranked list of applicants sorted by their average evaluation score as well as the candidate applications and evaluations. The EIPOD Office shares the documentation with the short-listing committee via OwnCloud. The documentation is password protected with time-limited access that expires the day after the short-listing meeting. The short-listing committee uses the documentation to establish a short-list for interview and ranked waiting-list.

If you are selected for interview your application and the corresponding evaluations will be shared with a panel composed of 1 senior EMBL group leader (panel head), 1 additional EMBL group leader, and 2 Evaluation Committee members with expertise in the relevant research area. The documentation is shared via Own Cloud and is passport protected with time-limited access that expires the day after the panel interviews. The interviews are conducted via Zoom. After the panel interviews, the panels complete a panel evaluation form for each candidate

they interviewed and provide a score. Each panel member independently completes a panel form. This is done in Google Sheets and Microsoft Excel. Then, the Short-listing and Offers Committee meets and decides which candidates are offered a fellowship, are included in the waiting list or are rejected. Candidates are then notified of the interview results and may ask for feedback.

The tools used for the application, evaluation and selection process are the Workday, OwnCloud, Google Sheets, Google Docs, Microsoft Excel, and Zoom.

The source(s) of the data is our interaction with you through the submission of your relevant application via Workday where you open and complete an application. Additional information may be provided by the referees you nominate and the internal/external scientific experts who participate in the evaluation and selection process.

Note that external experts may be from all over the world and will access your data from the country they are in. They have signed a confidentiality agreement and your data will not be directly transferred to them by EMBL. However, they will be granted access to the application platform and OwnCloud where the information is stored.

4. What is the legal basis for processing

We rely on the following legal basis(es) to process your personal data:

Your personal data is processed on the basis of Article 7(1)(a) of IP68 on General Data Protection (the processing your personal data is necessary to enter into or execute a contract with EMBL). Health data is processed based on Article 9(1) of IP68 (consent).

5. Who can access your personal data

The following categories of recipients may access your personal data:

EMBL internal recipients:

EMBL Heidelberg:
EIPOD Office staff in charge of assessing the eligibility of the applications
EMBL IT team for support purposes in the EIPOD platform and/or OwnCloud

Pan-EMBL:
Experts (from EMBL faculty), committee and panels in charge of assessing the applications

EMBL external recipients:

External recipient categories:
Data processors processing data on EMBL's behalf

Data Processor 1:
Experts (EMBL externals), committee and panels in charge of assessing the applications

Data Processor 2:
Workday (platform used for recruitment)

Data Processor 3:
OwnCloud (platform used to store applications)

Data Processor 4:
Zoom (platform to host online interviews)

Data Processor 5:
Microsoft (Excel)

Data Processor 6:
Google (Google sheet and doc)

Located in:
Location of Processor, External Recipient or International Organisation:
Within the European Economic Area (EEA)
Outside the EEA (US)
Experts may access the information from anywhere in the world.

6. How long do we keep your personal data

Your personal data will be kept for the following period of time:

Personal data (relating to applications, evaluations and panel results) are stored in Workday, Google Sheets and Microsoft Excel during the selection process. After its completion, they are further stored for 5 (for unsuccessful candidates) or 10 (for successful candidates) years for audit and recruitment purposes. Thereafter, they will be erased/anonymised.

Data stored on EMBL's OwnCloud is deleted following completion of the call (when the outcome of all applications is known).

7. How do we protect your personal data

We have adopted the following measures to protect your personal data:

1. Risk Management & Controls: Regular risk assessments of information assets, Implementation of control measures, Periodic review of access rights
2. Training & Access: Mandatory security awareness and data protection training, Access granted based on job roles, Strict management of privileged accounts, Cryptographic key management
3. Incident Response & Recovery: Cyber security incident management process, Regular penetration testing, Disaster recovery planning, Business continuity measures
4. Compliance & Privacy: Protection of personal data in adherence with IP68 and other contractual obligations, Biometric data security, Rigorous due diligence of third party data hosting such as cloud services, Regular compliance monitoring

8. Data subjects' rights and oversight mechanism

Under Article 16 of the EMBL Internal Policy No 68, data subjects have the following rights:

- 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 request information on the reasoning underlying data processing
- a right to object to the processing of personal data
- a right to request erasure or rectification of your personal data.

When the legal basis to process personal data is consent, please note that you have the right to withdraw your consent at any time.

Please note that those rights can be subject to limitations, as described in Article 16 (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 contact us using, by sending an e-mail to: info@embl.de or by sending a letter to: Meyerhofstraße 1 69117 Heidelberg Germany.

Advice on data protection matters can also be obtained from the EMBL Data Protection Officer (DPO), under Article 20 (2) of the EMBL Internal Policy No 68. The DPO can be reached by email at dpo@embl.org or by letter at: EMBL Data Protection Officer, EMBL Heidelberg, Meyerhofstraße 1, 69117 Heidelberg, Germany.

If you wish to complain under Article 25(1) of the EMBL Internal Policy No 68, you may do so with the DPO by email at dpo@embl.org.

If you believe that the response of the DPO is unsatisfactory or if the DPO has failed to respond within three months from receipt of the complaint, you may complain in writing to the Data Protection Committee. It can be reached by email at dpc@embl.org or by post at: EMBL Heidelberg, Data Protection Committee, Meyerhofstraße 1, 69117 Heidelberg, Germany.

Last update: 24/08/2026