

Information for data subjects
according to Article 12 of the EMBL Internal Policy 68 (“IP68”)

EMBL’s Scientific Visitor Programme Office will be the data controller of personal data you provide to the European Molecular Biology Laboratory (“EMBL”) in connection with your visit to EMBL at any of its sites. Your data will be processed for the purposes of facilitating a scientific visit to EMBL that includes registration, travel, accommodation, drafting contracts or Letter of Agreement, evaluating and administering fellowships (if any), progress monitoring, promotion and post-visit feedback collection, annual and periodic reporting and tracking visit frequency. The overarching purpose of such a documentation is for supporting EMBL’s primary mission of scientific training and knowledge dissemination.

EMBL’s Scientific Visitor Programme Office maintains your data in the SAP registration system and in EMBL’s internal IT systems used daily.

The source(s) of the data for the Scientific Visitor Programme Office is (are) our interaction with you (filling of registration and/or fellowship registration forms and submitted to the SVP Office via e-mail or the job portal) and publicly accessible sources.

We collect and further process the following categories of your personal data:

1. Personal details which include: first name, middle name, last name, date of birth, gender, phone number, nationality/citizenship(s), home address, home institute, email address(es), current employment function and current employer address, residence country, ORCID ID, EMBL visit history, as part of the visitor registration form or application form for fellowships managed by the Scientific Visitor Programme Office
2. Survey responses and feedback connected with your visit at EMBL; from a provider whose data servers are stored in Europe and compliant with GDPR standards
3. Pictures and audio visuals connected with events or promotional activities (EMBL website, intranet and social media accounts) for which consent is requested separately

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

- The processing is necessary for the achievement of the aims laid down in the establishing Agreement of 1973 (Agreement establishing the European Molecular Biology Laboratory). More specifically, the organisation of scientific visits to the EMBL sites is in line with EMBL’s primary mission of scientific training and knowledge dissemination, as stated in Article II(1) and (4) of its establishing Agreement. Therefore, the processing is lawful in accordance with Article 5(1)(a) of IP 68
- In addition, the processing of some of your personal data is in accordance with Article 5(2) of IP68 since it is based upon your consent. More concretely, this concerns the possibility to use pictures and audiovisuals) of you we took during your visit to EMBL. Please, note that you can freely provide and/or withdraw your consent at any point.

Some of your personal data may be disclosed to the following categories of recipients. Those categories are:

1. external IT service providers for personnel management;
2. external sponsors who support incoming fellowships to EMBL
3. external survey management tools compliant with European GDPR standards
4. external providers of travel, accommodation and childcare at the request of the visitor

Your data may also be processed internally by EMBL’s departments other than EMBL’s Scientific Visitor Programme Office (eg., IT, HR, Internal Training, Communications, International Relations, Strategy, etc..) for the purpose of facilitating, progress monitoring and promotion of your visit. If you wish to obtain a full list with names of the recipients, please contact us via our contact page <https://tinyurl.com/58afj6nt> or by sending an e-mail to: vp@embl.org.

EMBL only keeps your personal data for the time necessary to fulfil the purposes of this processing operation.

Your personal data will be stored in an identifiable manner for 18 months from the date of registration for personal details for completion of annual reporting purposes, feedback collection and training dissemination, following which all data is anonymised and stored indefinitely for reporting during longer term departmental reviews (every 4 or 5 years). The anonymisation procedure will take place through a scheduled ongoing review by staff of the Scientific Visitor Programme Office every 6 months.

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 contact us using [this contact form](#), by sending an e-mail to: vp@embl.org or by sending a letter to:

EMBL Heidelberg
Scientific Visitor Programme Office
Meyerhofstraße 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](#). The 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
Meyerhofstraße 1
69117 Heidelberg
Germany