

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

EMBL's Office of Resource Development (ORD) will be the data controller of personal data you provide to the European Molecular Biology Laboratory (EMBL) upon registering for or expressing interest in attending an ORD event, entering one of our membership schemes, and for general giving purposes. Your data will be processed for the purposes of participation management, for documenting these events through public communication and promotion of EMBL activities (for example: if you are a speaker, we may publish your name and your organisation's name on our blogs, websites and social media), for provision of additional event services, for reports and surveys) and - if applicable - for individual communication around your giving or giving interest.

EMBL's ORD maintains your data in systems described in the 'Recipients' section below and in our registration system. Some of this data is provided by you, while other data is produced through our interactions with you or collected from publicly accessible sources.

We collect various categories of your personal data, depending on the recipients (service providers) we use. Those categories include (where known):

1. Personal details (e.g. name, last name, phone number, email address, picture if it was taken during the event or if you provide it, job function, organization/department name, name and details of your employer / institutional affiliation, gender, nationality)
2. Address details (e.g. city, postcode, country)
3. Pictures
4. Areas of scientific or philanthropic interest
5. Subscription preferences (e.g. quarterly events newsletter, event topic announcements, latest blog posts, sponsorship newsletter)
6. Information about how you heard about the event you are registering for
7. Our communications with you (including date, content of formal messages and engagement statistics)
8. Survey responses and feedback on various items / topics
9. Information on event attendance (including dates and event name)

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), e.g. provision of advanced training and teaching in molecular biology
- legitimate interest of EMBL (Article 5(1)(c) of IP68), e.g. promoting EMBL's activities or conducting surveys
- when it's necessary to process your personal data to enter into or execute a contract with EMBL (Article 5(2) of IP68)
- your consent (Article 5(2) of IP68), e.g. to use pictures of you we took during events

You are not obliged to provide any such data to us. However, without it, EMBL's ORD will not be able to facilitate your taking part in its events and giving interactions.

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

1. customer relationship management (CRM)

2. virtual conference platform
3. payment services (credit or debitcards)
4. banking institutions ( SEPA Direct Debit Scheme)
5. EMBL's conferences app system, EMBL Mediasite service
6. personalised mailing services (newsletters)
7. survey services to collect your feedback after attending an event
8. virtual learning services
9. networking services
10. provider of Q&A, polling and quizzes services
11. WordPress to provide the EMBL.org event websites, press releases, printed materials or published materials on EMBL's website or intranet site, EMBL Events Blog and EMBL Mediasite, social network channels, social media fan pages,
12. virtual and graphic art
13. virtual work management platform

If you want to obtain a list of all the names of the recipients, please [contact us](#).

Personal data of your emergency contacts will be shared only with the events software providers under point 1 above. Your data may also be processed internally by EMBL's departments other than EMBL's ORD.

Your personal data (for instance address, date of birth, email address, bank details) will be stored for as long as you may have an account on the controller's registration system. Your published data (photos and name) on EMBL website, EMBL intranet site, EMBL social media accounts, EMBL Mediasite and EMBL Blog will be kept for as long as the controller has the account open. Photos and video recordings will be stored for as long as it is necessary for the purpose of the ORD activity.

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](#) or by sending a letter to:

EMBL Heidelberg  
Office of Resource Development (ORD)  
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](#). DPO can be reached by email at [dpo@embl.org](mailto: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