

## 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:

Exercise of the Data Protection Committee (DPC) tasks and duties

### 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  
info@embl.de

### 2. What personal data do we process

The following categories of personal data may be processed:

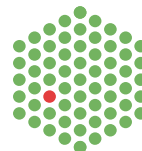
The following categories of personal data may be processed by the DPC when carrying out its tasks and duties listed in Article 15(3) and Article 24 of IP68:

- name and surname, email address, physical address, telephone number, signature and title (if applicable)
- EMBL site, Department / Unit and title, EMBL username (if applicable)
- copy of ID or passport, if an identity check is necessary for the complaint procedure
- assessments, reports, actions taken by EMBL staff when assessing grave cases of data breaches or complaints (if relevant)
- any other category of personal data (including special categories of personal data) provided directly by EMBL, data subjects regarding themselves or received from third parties. Personal data may include the description of concerns, personal cases, circumstances, description of facts, evidence or arguments, opinions, assessments etc.

Under Article 24 (1)(b) of IP68, the DPC may access all files where personal data is processed. Thus, the DPC may process any data that is relevant to carry out its tasks and duties.

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

Processing of special categories of personal data is on a strict need-to-know basis, and only as necessary for the DPC to carry out its tasks and duties.



### 3. For what purposes do we process your personal data

Your personal data will be processed for the following purposes:

Under Article 24 of IP68, the DPC has the following tasks and duties:

- hear complaints from data subjects
- access all files where personal data are processed
- launch and conduct investigations
- order process owners to restrict or discontinue processing; and
- recommend to the EMBL Director General that disciplinary proceedings against process owners be launched.

Under Article 15(3) of IP68, the DPC has the following task:

- in grave cases of personal data breach, the process owner supported by the DPO shall inform the DPC. On assessment by the DPO or at the instructions of the DPC, the process owner shall also inform the affected data subjects individually or, if that is impracticable, by publication.

### 4. What is the legal basis for processing

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

The legal basis for processing is Article 6(1)(d) of IP68: processing is necessary for EMBL's day-to-day management, operation and functioning.

The processing of special categories of personal data is based on Article 9(1) of IP68: necessary for the achievement of EMBL's legitimate aims.

### 5. Who can access your personal data

The following categories of recipients may access your personal data:

EMBL internal recipients:

Any EMBL Department / Unit may be requested to process certain data for a request from the DPC. Normally, the EMBL Department / Unit will not process additional data, but compile the relevant data they own to answer the DPC request / provide access. However, when being requested to provide information, they may need to receive some information (e.g. name of the complainant, circumstances of the case, etc.).

The DPO, supporting the DPC when asked to do so, may access limited information on a strict need to know basis. The DPO also manages the DPC's physical mailbox.

EMBL external recipients:

The DPC uses tools provided by EMBL to carry its tasks and duties:

- Zoom for online meetings
- Microsoft Office 365 (Word, Outlook, etc.)
- files are stored in an Alfresco site only available to the DPC.

Located in:

Processors are primarily located in EU, but may transfer data to the US.

## 6. How long do we keep your personal data

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

Personal data related to DPC cases (e.g. complaint, cases of grave data breach) will be kept for 10 years after case closure. For complaints, in case of arbitration (Article 26 of IP68), the personal data will be kept for 10 years after the arbitration procedure closure.

In cases of ID check, the ID will be deleted as soon as the identity is confirmed.

## 7. How do we protect your personal data

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

**Risk Management & Controls:** Regular risk assessments of information assets, Implementation of control measures, Periodic review of access rights.

**Training & Access:** Mandatory security awareness and data protection training, Access granted based on job roles, Strict management of privileged accounts, Cryptographic key management.

**Incident Response & Recovery:** Cyber security incident management process, Regular penetration testing, Disaster recovery planning, Business continuity measures.

**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.

In addition, DPC members are bound by confidentiality.

## 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](mailto: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](mailto: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](mailto: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](mailto:dpc@embl.org) or by post at: EMBL Heidelberg, Data Protection Committee, Meyerhofstraße 1, 69117 Heidelberg, Germany.

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