

# Application for the International PhD Programme (IPP) Privacy Policy

## Responsible person:

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## 1. Basic information on data processing and legal bases

- 1.1. This data protection declaration explains the type, scope and purpose of the processing of personal data within the framework of the "International PhD Programme" (henceforth IPP).
- 1.2. The terms used, such as "personal data" or their "processing", we refer to the definitions in Art. 4 of the General Data Protection Regulation (GDPR). The IMB collects applicant and employee data, maintenance work by external service providers, information duties and data security issues and a data protection impact assessment; a list of processing activities and agents has been compiled.
- 1.3. Personal user data processed within the IPP include inventory data (e.g., names, addresses) and contract data (e.g., services used, agents' names, payment information).
- 1.4. The term "user" covers all categories of data subjects. These include our business partners, customers, interested parties and scientific cooperation partners. The terms used, such as "user", are to be understood as gender-neutral.
- 1.5. We process personal data of users only in compliance with the relevant data protection regulations. This means that the user's data will only be processed if a legal permit has been obtained. This means, in particular if data processing for the provision of our contractual services (e.g. registration, travel expenses) is required by law, if the user has given his or her consent, as well as on the basis of our legitimate interests (i.e. interest in the analysis, optimisation and economic operation and security of the IPP within the meaning of Art. 6 para. 1 lit. f. GDPR).
- 1.6. We point out that the legal basis of the consents Art. 6 para. 1 lit. a. and Art. 7 GDPR, the legal basis for the processing for the fulfilment of our services and implementation of contractual measures Art. 6 para. 1 lit. b. GDPR, the legal basis for processing to fulfil our legal obligations Art. 6 para. 1 lit. c. GDPR, and the legal basis for processing to protect our legitimate interests Art. 6 para. 1 lit. f. GDPR is.



## 2. Safety precautions

- 2.1. We take organizational, contractual and technical security measures in accordance with the state of the art in order to ensure that the regulations of data protection laws are observed and thus to protect the data processed by us against accidental or intentional manipulation, loss, destruction or against access by unauthorized persons.
- 2.2. The security measures include in particular regular data backups of personal data and access restrictions.

## 3. Disclosure of data to third parties

- 3.1. Data will only be passed on to third parties within the framework of legal requirements. We only pass on user data to third parties if, for example, this is necessary for contractual purposes on the basis of Art. 6 para. 1 lit. b) GDPR or on the basis of legitimate interests pursuant to Art. 6 para. 1 lit. f) GDPR on the economic and effective operation of our business operations.
- 3.2. For the purpose of the evaluation during the application process, names, e-mail addresses and CVs will also be distributed to the following people: all group leaders at IMB, Peter Baumann (Adjunct Director, Institute of Molecular Biology (IMB) & Professor of Molecular Biology, JGU Mainz), Benedikt Berninger (Professor at the Institute of Physiological Chemistry, JGU Mainz), Joachim Burger (Professor at the Institute of Anthropology, JGU Mainz), Andreas Daiber (Professor in Molecular Cardiology, University Medical Center Mainz), Susanne Foitzik (Professor in Evolutionary Biology, JGU Mainz), Susanne Gerber (Assistant Professor for Bioinformatics, JGU Mainz), Thomas Hankeln (Professor for Molecular Genetics, JGU Mainz), Mark Helm (Associate Professor of Pharmaceutical Chemistry, JGU Mainz), Thomas Hofmann (Professor for Toxicology, University Medical Center Mainz), Martin Kaltenpoth (Professor for Evolutionary Ecology, JGU Mainz), Andriy Khobta (Group Leader in Genetic Toxicology, University Medical Center Mainz), Thomas Kindler (Assistant Professor in the Department of Hematology and Oncology, University Medical Center Mainz), Eva-Maria Krämer-Albers (Group Leader in Molecular Cell Biology, JGU Mainz), Michael Kühn (Group Leader in the Department of Medicine, University Medical Center Mainz), Edward Lemke (Adjunct Director, Institute of Molecular Biology (IMB) & Professor of Synthetic Biophysics, JGU Mainz), Romain Libbrecht (Assistant Professor, Institute of Zoology, JGU Mainz), Brian Luke (Adjunct Director, Institute of Molecular Biology (IMB) & Professor at the Faculty of Biology, JGU Mainz), Beat Lutz (Head of Institute of Physiological Chemistry, University Medical Center Mainz), Helen May-Simera (Junior Professor at the Institute of Zoology, JGU Mainz), Marianne B. Müller (Professorship in Translational Psychiatry, JGU Mainz), Wolfram Ruf (Scientific Director, CTH Mainz), Simon Rumpel (Professor at the Institute of Physiology, University Medical Center Mainz), Soojin Ryu (Professor at the Department of Biology, JGU Mainz), Marion Silies (Professor at the Department of Biology, JGU Mainz), Tim Sparwasser (Professor for Immunology, University Medical Center Mainz), Susanne Strand (Professor of Molecular Hepatology, JGU Mainz), Roland Strauss (Professor of Neurobiology, JGU Mainz), Jaqueline Trotter (Professor of Cell Biology, JGU Mainz), Ari Waisman (Professor and Director at the Institute for Molecular Medicine, University Medical Center Mainz), Jennifer Winter (Head of Molecular Cytogenetic Diagnostics, Institute of Human Genetics, University Medical Center Mainz), Leszek Wojnowski (Professor of Pharmacology, JGU Mainz), Uwe Wolfrum (Professor at the Faculty of Biology, JGU Mainz), Hans Zischler (Professor at the Institute of Anthropology at JGU Mainz).

## 4. Performance of contractual services



- 4.1. We process inventory data (e.g., names and addresses as well as contact data of users), contract data (e.g., services used, names of contact persons, payment information) for the purpose of fulfilling our contractual obligations and services pursuant to Art. 6 para. 1 lit b. GDPR.
- 4.2. You may be contacted by the IPP Office via the given email address in the context of your application, your interest in the PhD Programme or for statistical purposes for maximum of 6 month after your application.
- 4.3. Users (e.g. JGU scientists, guests) can create a user account when necessary, in particular by viewing their measurement data and times. During the registration process, the required information will be communicated to the users. The user accounts are not public and cannot be indexed by search engines. If users have terminated their user account, their data will be deleted with regard to the user account, subject to its storage is necessary for commercial or tax reasons according to Art. 6 Para. 1 lit. c GDPR. It is up to the users to save their data before the end of the contract if they have given notice of termination. We are entitled to irretrievably delete all user data stored during the term of the contract.
- 4.4. Within the scope of registration and renewed registrations as well as use of our services, we store the contact data of the respective user accounts. The data is stored on the basis of our legitimate interests as well as the user's protection against misuse and other unauthorized use. A passing on of this data to third parties does not take place in principle, unless it is necessary to pursue our claims or there is a legal obligation in accordance with Art. 6 para. 1 lit. c GDPR.
- 4.5. As part of the reimbursement of travel expenses, the name, address, account information and travel data shall be collected, processed and stored in accordance with Art. 6 para. 1 lit b. GDPR.

## 5. Rights of users

- 5.1. Users have the right, upon request and free of charge, to receive information about the personal data that we have stored about them.
- 5.2. In addition, users have the right to correct inaccurate data, to limit the processing and deletion of their personal data, if applicable, to assert their rights to data portability and, in the event of the assumption of unlawful data processing, to file a complaint with the competent supervisory authority.
- 5.3. Likewise, users can revoke consent; in principle with effect for the future (see 8. Right of objection).

## 6. Deletion of data

- 6.1. The data stored by us will be deleted as soon as it is no longer required for its intended purpose and there are no legal obligations to keep it in safekeeping. If the user's data are not deleted because they are necessary for other and legally permissible purposes, their processing is restricted. This means that the data is blocked and not processed for other purposes. This applies, for example, to user data that must be retained for commercial or tax reasons.
- 6.2. In accordance with statutory requirements, the records are kept for 6 years in accordance with § 257 (1) HGB (trading books, inventories, opening balance sheets, annual financial statements, commercial letters, accounting documents, etc.) and for 10 years in accordance with § 147 (1) AO (books, records, management reports, accounting documents, commercial and business letters, documents relevant for taxation, etc.). Up to the complete answer of any further inquiries by third party funders a maximum of 2 years.

## 7. Newsletter



- 7.1. With your consent you can subscribe to our newsletter. The only mandatory information for sending the newsletter is your e-mail address. The provision of further data is voluntary and will be used to address you personally. After your confirmation, we will save your e-mail address for the purpose of sending you the newsletter. The legal basis is Art. 6 para. 1 cl. 1 lit. a GDPR.
- 7.2. You can revoke your consent to receive the newsletter at any time and unsubscribe from the newsletter. You can declare your revocation by clicking on the link provided in every newsletter e-mail or by sending a message to the contact details given in the imprint.

## 8. Right of objection

Users can object to the future processing of their personal data in accordance with legal requirements at any time. The objection may be lodged in particular against processing for direct marketing purposes.

The objection must be addressed in writing to the data protection officer of IMB:  
Pascal Silberhorn, Ackermannweg 4, 55128 Mainz, [dsb@imb-mainz.de](mailto:dsb@imb-mainz.de)

## 9. Changes to this Privacy Policy

- 9.1. We reserve the right to change the data protection declaration in order to adapt it to changed legal situations or in the event of changes to the service or data processing. However, this only applies with regard to declarations on data processing. If user consents are required or components of the data protection declaration contain provisions of the contractual relationship with the users, the changes will only be made with the users' consent.
- 9.2. Users are asked to inform themselves regularly about the contents of the data protection declaration.