

# Privacy policy / Note on data processing

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*Whether you are a conference participant, a customer, an interested party, or even just a visitor to our website: We respect and protect your privacy. In accordance with article 13 of the EU General Data Protection Regulation (EU-GDPR), we inform you here about the way in which we collect, process, and use your personal data. In particular, our focus is on the fair and transparent use of your data by the DECHEMA Group.*

*In the following we give you an overview on the personal data we collect from you and what we use it for. We will also inform you of your rights under the applicable data protection law and whom to contact if you have any further questions.*

## Who are we?

DECHEMA-Forschungsinstitut is a non-profit civil law foundation.

### a) Responsible controller as defined by EU-GDPR

#### **DECHEMA-Forschungsinstitut**

Non-profit civil law foundation

Theodor-Heuss-Allee 25, D-60486 Frankfurt am Main

Tel: +49 69 7564-337

E-mail: [dfi@dechema.de](mailto:dfi@dechema.de)

Executive board: Prof. Dr. rer. nat. Jens Schrader

### b) Data protection officer

Dr. Ulrich Westhaus, DECHEMA e.V.

Theodor-Heuss-Allee 25, D-60486 Frankfurt am Main

Tel: +49 69 7564-229

E-mail: [bdsb@dechema.de](mailto:bdsb@dechema.de)

## Data processing

### a) What kind of personal data are processed?

We collect your personal data if you use our services, e.g. if you attend one of our training courses, a committee meeting, or some other event, have registered for one of our information brochures, or have contacted us by telephone, e-mail, or as part of a personal contact (e.g. at a trade fair or other event).

**In detail the following types of data are processed:**

- Name, e-mail address
- Private address, company address, postal address
- Committee memberships
- Attended training courses, committee meetings, and other events
- IT usage data (IP address, visited websites, date and time of connection)

### b) Where does this data come from?

- You yourself inform us about these data when you register to use our services
- If you attend at one of our training courses, committee meetings, or other events
- If you submit an entry for an event organised by us
- If you have signed up for our information brochures
- In some cases we also receive your contact data from external co-operation partners or from publicly accessible directories
- When you use our internet services, pseudonymised usage data associated with IP addresses are generated

### c) What do we use this data for and what is the legal basis for this?

#### **Performance of a contract (Art. 6.1b of the EU-GDPR):**

Usually you have a business relationship with us (current contract) or data processing is necessary on your request to carry out pre-contractual actions, for example for execution of contractual relationships, e.g. booked conferences, and for invoicing the services received.

#### **Due to legal requirements (Art. 6.1c of the EU-GDPR):**

As a company, we are subject to numerous tax and commercial law regulations. To comply with these regulations, we must process and store your data.

#### **On the basis of your informed consent (Art. 6.1a of the EU-GDPR):**

In some cases you have given us your informed consent to process your data, e.g. if you have subscribed to our information brochures. You can revoke this consent at any time. This also applies to consents that you gave us before the EU-GDPR came into force, i.e. before the 25<sup>th</sup> of May 2018.

## **To fulfil your wishes and to improve our offers based on a balance of interests (Art. 6.1f of the EU-GDPR):**

- For information on events or publications of the DECHEMA Group which are thematically related to your profile of interest.
- To ensure orderly operation and to optimize our services: We monitor the use of our services to ensure capacity utilization and IT security. This is done on the basis of IP addresses. We do not match IP addresses to your user account.

## **d) How long do we store your data?**

For the storage duration of your data different time limits apply:

- Data having fiscal relevance are usually stored for 10 years
- Data with commercial law relevance are usually stored for 6 years
- Conference history: as long as you maintain your account to use our services or at least 10 years
- Usage data such as connection history (pseudonymised via IP address): 1 year.

## **Do we carry out profiling?**

If you have not created an interest profile within your account, we will try to determine your interest profile from the events you have attended. This is done by thematically categorising the respective event and comparing it with your automatically created interest profile. You can help us a great deal by comparing the interest profile associated with your account with your personal areas of interest.

## **Do we pass your data to third parties?**

### **a) Within the DECHEMA Group**

Within the complete DECHEMA Group (DECHEMA-Forschungsinstitut, DECHEMA e.V., DECHEMA Ausstellungs-GmbH) we may use your data to inform you about services and products that fit your needs. We guarantee that we will always process your personal data in accordance with the provisions of the applicable data protection laws. You should be aware of the fact that you can object to the analysis or use of your personal data for these purposes at any time.

### **b) External service providers**

We co-operate with a number of external service providers and also cloud service providers to help us to deliver our event and IT services. One example is the Newsletter2Go GmbH with their newsletter tool of the same name. All of these service providers have been carefully selected by us and contractually committed to the careful observance of all relevant data protection regulations. At the same time, of course, we only pass on the minimum amount of data required to use these services.

### **c) Passing to other event organizers**

If we organise an event together with an external organizer, we pass all relevant data to the external organizer in order to carry out the event. If you take part in an event from a series of events by (in most cases international) changing organisers, we will normally pass your contact data to the next organiser of this event series, unless you have objected to the disclosure of your data when registering for this event.

## **What other rights do I have?**

### **a) Rights of access, rectification, deletion, and objection**

In accordance with articles 14-17 of the EU-GDPR, we hereby inform you that you have the right to access, rectify, delete or restrict the processing of your data at any time.

### **b) Right of withdrawal**

Your right to withdraw a given consent at any time, without affecting the lawfulness of processing based on consent before the withdrawal.

### **c) Right of withdrawal to the use of your data for direct marketing purposes**

Based on a balance of interests, we may use your data for our marketing measures or direct advertising. You have the right to object at any time. The objection can be made informally by e-mail, fax, or letter and should be addressed to our data protection officer if possible. The easiest way to cancel your subscription to our newsletter is to use the unsubscribe link provided in the newsletter.

### **d) Right of appeal**

Lodging a complaint with a competent supervisory authority is always possible.

## **Usage of Cookies**

Cookies are small text files that are sent to your computer when you use our website. We use cookies exclusively to implement special user functions (so-called session cookies). In some cases, therefore, you may not be able to use our websites as intended without cookies. However, we do not use cookies to create user profiles.

Most Internet browsers are set to automatically accept cookies. However, you can deactivate the storage of cookies or set your browser so that it informs you as soon as cookies are sent. Use the help function of your internet browser to get further details.

## Web analytics

We use the web analysis tool Webtrends to analyse and optimise our website and to eliminate errors and bottlenecks. When you visit our websites, so-called tracking pixels collect the following information, among other things:

- Geographical localization, based on your IP address (e.g. Munich, Germany)
- Type and version of your Internet browser (e.g. Internet Explorer 11.0)
- Operating system used (e.g. Windows 7)

The information is transmitted through your browser and will be statistically evaluated by us. The data will not be connected to your user account.

## Further information

You can always contact us for further questions or comments. The best way is to contact the data protection officer by E-Mail ([bsdb@dechema.de](mailto:bsdb@dechema.de)).

Frankfurt am Main, 25<sup>th</sup> of April 2018