

Information on data protection in accordance with Articles 13 and 14 of the General Data Protection Regulation (GDPR) for the peer review procedure and referee database at the Freiburg Institute for Advanced Studies (FRIAS)

The University of Freiburg takes the protection of your personal data very seriously and we want you to be as well informed as possible about the processing of your personal data.

We process your personal data (subsequently referred to as “data”) in accordance with statutory provisions and do so in a transparent manner. We would therefore like to use the following data protection information in accordance with Art. 13/14 GDPR to explain what data we process as part of the peer review procedure and referee database at the Freiburg Institute for Advanced Studies (FRIAS), for what purposes and on what legal basis. You will also receive information about contact persons and your rights.

1 Contact details for data protection matters

1.1 Controller within the meaning of data protection law:

Albert Ludwig University of Freiburg

legally represented by the Rector,

Prof. Dr. Kerstin Kriegelstein,

Friedrichsstraße 39,

79098 Freiburg.

Tel.: [+49] 0761 / 203 - 0

Email: datenschutz@uni-freiburg.de

1.2 Internal Data Controller

Freiburg Institute for Advanced Studies (FRIAS)

Dr. Annette Doll,

Management,

Albertstraße 19,

79104 Freiburg.

Tel.: [+49] 0761 / 203 – 97350.

Email: annette.doll@frias.uni-freiburg.de

1.3 Data Protection Officer's contact details

Data Protection Officer,

Albert Ludwig University of Freiburg,

Friedrichsstraße 39,

79098 Freiburg.

datenschutzbeauftragter@uni-freiburg.de

2 Purposes of processing (Art. 4(2) GDPR) of your personal data

If you agree to act as a referee for selection processes at FRIAS, we will process your contact data in order to contact you or to obtain an evaluation for FRIAS fellowship applications. We collect your personal data through information available on public websites and the evaluation form.

In addition to your contact details, information about your research field and affiliation are of particular relevance to us. You yourself are responsible for the accuracy of the data you provide.

Your personal data will not be passed on or otherwise transmitted to others, except to the recipients mentioned in “**5 Recipients of personal data**“.

3 Legal bases for the processing of your personal data

The legal bases for the processing of your personal data in the context of the peer review procedure and referee database are

- Art. 6(1)(a) GDPR

- The processing of special categories of personal data is based on your express consent pursuant to Art. 9(2)(a) GDPR, unless permitted by relevant statutory provisions, in particular under Art. 9(2) GDPR.

4 Processing and storage of your personal data

The evaluation of applications for FRIAS Fellowships will be conducted using electronic data processing. Your reports are collected and processed electronically. Your personal data will be stored in the referee database to contact you for future requests for evaluation. For this purpose we use a customer relationship management system (CRM)/“Mobility Online” portal, which is hosted on the university's own server at the University of Freiburg computer centre. In this connection, technical and organizational security measures are used to protect your personal data against accidental or unlawful destruction, loss or alteration and against unauthorized disclosure or access.

The following personal data is processed:

- Personal data (surname, first name, title, affiliation, research field and keywords)
- Contact details (email address)
- Evaluation sheet
- System and registration data for the “Mobility Online” applicant portal

After accepting the request to act as a referee, you register on the Mobility Online portal and then have access (with user name, password) to your data. You can view and edit it and enter your evaluation. You will receive a confirmation of receipt by email after submitting your evaluation. You can view your data in your profile. Please inform us if data has been stored incorrectly (see “ **7 Rights (Right to rectification)**”).

Your personal data will not be used for profiling. There is no automated decision-making within the meaning of Art. 22 GDPR.

5 Recipients of personal data (Forwarding/Transmission)

5.1 Internal recipients

Your data collected during the evaluation process will be forwarded within the FRIAS provided this is permitted by law. Internal recipients are in particular the FRIAS board of directors and the responsible employees at FRIAS who are involved in the selection process.

5.2 Recipients outside the university

- The members of the FRIAS Scientific Advisory Board review applications and reports for FRIAS Fellowships. They are subject to the usual duties of care and confidentiality in their advisory capacities for FRIAS. The current members of the board can be found

on the FRIAS website at <https://www.frias.uni-freiburg.de/en/the-institute/committees/scientific-advisory-board>

- Our service provider, SOP Hilmbauer & Maubarger GmbH & Co KG, Siemensstraße 5, 3300 Amstetten, Germany, can also be considered as an external recipient as a data processor if they need to access the “Mobility Online” portal within the scope of necessary support services.

6 How long your data is stored

Your evaluation documents will be stored and processed for the purpose of carrying out the evaluation for FRIAS fellowships. The duration of the processing of your personal data processed by the FRIAS depends on the statutory provisions or on the necessity of the data processing for the fulfilment of the tasks of the University of Freiburg.

Your evaluation documents will be deleted 24 months after completion of the current application round. The retention period of your data results from the need for quality control or in the event of an appeal against the decision in the selection procedure.

Your contact data will be stored for 10 years for the purpose of future requests to evaluate proposals for FRIAS fellowships.

This does not apply if, contrary to this, a longer storage or retention period is required by law or is necessary for legal enforcement within the statutory limitation periods. Data access is limited to the necessary extent if data is only stored for the above-mentioned purposes.

7 Rights (right of access, right to object etc.)

Under the GDPR, you are entitled to various rights as an applicant. These are:

- **Right of access (Art. 15 GDPR);**

You have the right to obtain information from FRIAS about the data stored about you.

- **Right to rectification (Art. 16 GDPR)**

You have the right to have incorrectly stored data rectified by FRIAS employees.

- **Right to erasure (Art. 17 GDPR)/Right to restriction of processing (Art. 18 GDPR)**

You have the right to have your data deleted or to have the dissemination of your data restricted.

If you wish to assert your rights as a data subject, please contact the data protection officer of the University of Freiburg: datenschutzbeauftragter@uni-freiburg.de

- **Right to lodge a complaint with a supervisory authority (Art. 77 GDPR)**

You have the right to lodge a complaint with a supervisory authority if you believe that the processing of personal data concerning you is in contravention of the law.

The Baden-Württemberg State Commissioner for Data Protection and Freedom of Information is such a supervisory authority, for example

<https://www.badenwuerttemberg.datenschutz.de>

Postfach 1029 32,

70173 Stuttgart.

poststelle@lfdi.bwl.de.

8 Data security

The Customer Relationship Management System (CRM) / Mobility Online portal is carried out via a technically secure transmission method supported by most browsers. All information transmitted with this method is encrypted before it is sent. Your personal data will be processed exclusively on the university's own server in the university's computer centre, which corresponds to the state of the art according to Art. 32(1) GDPR (including firewalls, password protection, access controls as technical and organisational measures).

9 Changes to and updates of this information according to Art. 13, 14 GDPR

We will adapt this privacy policy once this is rendered necessary by changes to the data processing we conduct. We will notify you once changes render necessary your cooperation (e.g. consent) or another individual notification.

10 Information on the objection under Art. 21(1) GDPR

You have the right to object at any time and on grounds arising from your particular situation to the processing of personal data concerning you on the basis of Art. 6(1)(e) or (f) GDPR (data processing in the public interest).