

Elisabeth-Selbert-Initiative

Information on data protection and processing of your personal data in accordance with the General Data Protection Regulation (GDPR)

We at the Institut für Auslandsbeziehungen (Institute for Foreign Relations, hereinafter referred to as the ifa) take data protection very seriously and strive to protect your data in the best possible way. The purpose of this document is, therefore, to inform you about how we process your personal data at the ifa and the Elisabeth-Selbert-Initiative. We will also inform you about your rights.

01. Controller responsible for data processing

Your data will be processed in the name of the Elisabeth-Selbert-Initiative (ESI), Liniestraße 139/140, 10115 Berlin, Germany and on behalf of

ifa (Institut für Auslandsbeziehungen)
Charlottenplatz 17
70173 Stuttgart
Germany
info@ifa.de
Telephone: 0711/2225-0
Controller and Secretary General: Gitte Zschoch

02. Data protection officer

You can contact our data protection officer at the above postal address or by email at *datenschutzbeauftragter@ifa.de*.

03. Purpose of processing

The purposes of the processing of your personal data result from your relationship with ifa. In detail, we distinguish between the following groups of partners:

- External communication partners: We process your personal data (e.g., name, address/contact details, position/function, contact history, interests with regards to the ESI, other voluntarily provided information) for the following purposes:

- for internal processing purposes (including storage on our systems)
 - for the administration of network or other professional events
 - for sending further information relevant to you (e.g., follow-ups, reports, summaries) or evaluation surveys on the events planned for you
 - for sending information on studies / announcements of publications
 - for the transmission of information / announcements on calls for applications, if the contents could be relevant for you
 - to send surveys for studies as well as information for public relations, if the contents could be relevant for you
 - for queries (by telephone/written/digital)
- Human Rights Defenders (in case of inquiry/application): We process your personal data (e.g., name, address/contact details, origin/nationality, gender, age, human rights work, risk situation, other information) for the following purposes:
- for internal processing purposes (including storage on our systems) to review, select and/or process your query or your application
 - to transmit information to the required extent (if necessary, also from public sources) to the German Federal Foreign Office, German embassies, security experts, possible host, and partner organisations as well as referees, and to the Federal Office of Administration and the Federal Audit Office, if this is required for the review of the application and/or within the framework of the implementation/audit of the project funding.
 - to forward eligible applications to an independent selection committee
 - within the framework of evaluation surveys for current and former scholarship holders for internal evaluation and improvement of the Elisabeth-Selbert-Initiative, including an assessment of the projects funded by the Elisabeth-Selbert-Initiative with regards to achievement, efficiency, and effectiveness, and in an anonymous and aggregated manner for reporting to our funding partner (German Federal Foreign Office) as well as for public relations activities.
 - to respond to queries (by telephone/ in writing/ online)

If eligible for support, your personal data (name, address, contact details) will also be used for the following purposes with your consent:

- to send /communicate invitations (by telephone/ in writing/ online) to events (including outside the funding period)
 - to send /communicate relevant information (by telephone/ in writing/ online), e.g., about the Elisabeth-Selbert-Initiative (including outside the funding period)
- Members/employees of host organisations (in case of inquiry/application): We process your personal data (e.g., name, address/contact details) for the following purposes:
- for internal processing purposes (including storage on our systems) to review, select and/or process your query or your application
 - to transmit information to the required extent (if necessary, also from public sources) to the German Federal Foreign Office, German embassies, security experts, possible host, and partner organisations as well as referees, and to the Federal Office of Administration and the Federal Audit Office, if this is required for the review of the application and/or within the framework of the implementation/audit of the project funding.
 - to forward eligible applications to an independent selection committee

- for queries (by telephone/written/digital)

If eligible for support, your personal data (name, address, contact details) will also be used for the following purposes with your consent:

- to send /communicate invitations (by telephone/ in writing/ online) to events (including outside the funding period)
- to send /communicate relevant information (by telephone/ in writing/ online), e.g., about the Elisabeth-Selbert-Initiative (including outside the funding period)
- For referees specified by applying Human Rights Defenders: We process their personal data (e.g., name, address / contact details, occupation/job title) for the following purposes:
 - for internal processing purposes (including storage on our systems) to review, select and/or process your query or your application
 - to transmit information to the required extent to the German Foreign Office, German embassies, security experts, possible host, and partner organizations as well as referees, if this is necessary to review applications and/or to process funding.
 - to forward eligible applications to an independent selection committee
 - for queries (by telephone/written/digital)
- Other third parties such as designated emergency contacts and other project participants (e.g., name, address/contact details, occupation/job title):
 - for internal processing purposes (including storage on our systems) to review, select and/or process a query or your application
 - to transmit information to the required extent to the German Foreign Office, German embassies, security experts, possible host, and partner organisations as well as referees, if this is necessary to review applications and/or to process funding.
 - to forward eligible applications to an independent selection committee
 - for queries (by telephone/written/digital)

If you provide us with personal data from third parties, you are obliged to inform them about the use of your data by referring to the privacy policy communicated to you. Please notify us if you are unable to do this (e.g., for security reasons).

04. Legal basis for processing

The legal basis for the processing of your data is

- consent, e.g., when applying to receive invitations to events, to receive ESI-related communications and information and when applying for the specified referees (in accordance with Article 6 (1) (a) GDPR), Please note that you have the right to withdraw your consent at any time, but only with effect for the future. The withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal. You can request an overview of the consents you have given from us at any time.
- performance of a contract to which the data subject or host organisation is party, or the implementation of pre-contractual measures in accordance with Article 6 (1) (b) GDPR),

- compliance with a legal obligation (in accordance with Article 6 (1) (c) GDPR),
- or protection of legitimate interests of the ifa (in accordance with Article 6 (1) (f) GDPR), including the transmission of information that is relevant from our point of view, credit agency queries, establishment, exercise or defence of legal claims in the case of legal disputes, ensuring IT security, preventing criminal offences, video surveillance to exercise property rights and to collect evidence in the event of criminal offences, building and system security measures (e.g. equipment access control).

05. Transfer of data

The personal data provided is processed internally within the ifa by a project team of the Elisabeth-Selbert-Initiative and, if necessary, transmitted to other departments at ifa, the German Federal Foreign Office and service providers affiliated with us (such as web hosting companies, IT service providers) for the abovementioned purposes, partly in anonymous and aggregated manner.

Furthermore, in the case of applications for ESI funding and implementation of ESI projects, the personal data submitted (essentially the data contained in the enquiry or in the project reporting) will, if necessary, be passed on to the Federal Foreign Office, German embassies, Federal Office of Administration and the Federal Audit Office, security experts, reference persons and possible host and partner institutions or service providers (such as web hosters, IT service providers) for the purposes stated above. Furthermore, the Elisabeth-Selbert-Initiative's project team securely transmits formally eligible applications along with a selection of the abovementioned data to an independent selection committee, which ultimately approves or rejects the funding applications.

Where necessary, we use Protonmail (email host), Signal (messenger service) and Wire (messenger service), which are three communication providers offering encrypted data transmission (for more information, please refer to *Signal FAQ*, *Protonmail security details* and *Wire Privacy & Security*).

Any further disclosure of your personal data to third parties will only take place with your consent, unless there is a legal obligation to do so or to protect the rights, property and/or the security of the ifa.

We require that any external service providers who handle personal data must implement legal, technical as well as organisational measures to comply with data protection provisions.

06. Period of retention

We will only store your personal data for as long as we need it for ongoing communication with you. The retention period, therefore, cannot be specified by us; deletion therefore usually takes place on an event-related basis. Process-related data will be erased, provided this does not conflict with statutory retention requirements.

In the case of processing your personal data in relation with the scholarship programme, your personal data will be stored for as long as necessary to process your query or your scholarship application. The retention period is, therefore, typically 5 years, for data attributable to a contract

up to 10 years. At the end of the retention period, the data will be erased, provided this does not conflict with statutory retention requirements.

07. Your rights as a data subject

You have the right to obtain information about the personal data the ifa stores on you. You have the right to obtain rectification of inaccurate personal data the ifa stores on you upon request. The ifa will erase your personal data upon request if this does not conflict with statutory retention requirements. You also have the right to obtain restriction of processing of your data. Furthermore, you have the right to object to the further processing of your data and the right to receive this data in electronic form.

If you wish to request information, rectification, erasure, restriction of processing, data transfer or withdrawal of your consent, please write to the above contact address or contact the data protection officer.

If you have any concerns about the lawfulness of processing of your personal data by the ifa, you have the right to lodge a complaint with a data protection supervisory authority of your choice.

Right to object in individual cases (Article 21 GDPR)

You have the right to object, on grounds relating to your situation, at any time to processing of personal data concerning you, which is based on Article 6 (1) (f) GDPR (data processing for the purposes of legitimate interests), including profiling based on those provisions within the meaning of Article 4 (4) GDPR. If you make use of this right to object, we will no longer process your personal data, unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights, and freedoms or for the establishment, exercise, or defence of legal claims.

08. Your obligation to provide data

The provision of your data is necessary for communication with you and for processing your project application. You provide this data on a voluntary basis; without this data, we cannot communicate with you, process your query/application.

09. Automated decision making (including profiling)

We do not use your data for automated decision-making or profiling purposes.

Note: This is a translation of the legally accurate and binding German original. In case of discrepancy, the German original shall prevail.