

Elisabeth-Selbert-Initiative

**Information on
data protection and
processing of your personal
data in accordance with
GDPR**

At the Institut für Auslandsbeziehungen (subsequently referred to as ifa) we take data protection very seriously and aim to protect your data as well as possible. Therefore we would like to inform you on how your data is processed at the ifa, when we receive inquiries or applications for a scholarship programme under the Elisabeth-Selbert-Initiative. We would also like to inform you of your legal rights.

1. Person responsible for processing data

Your data is processed on behalf of the Elisabeth-Selbert-Initiative¹, Linienstraße 139/140, 10115 Berlin, Germany and on behalf of the

ifa (Instituts für Auslandsbeziehungen)

Charlottenplatz 17

70173 Stuttgart

Germany

info@ifa.de

Phone: +49-(0)711/2225-0

Person in charge and secretary general: Ronald Grätz

2. Data protection officer

You can reach our data protection officer at the above-mentioned postal addresses or via E-Mail at datenschutzbeauftragter@ifa.de.

3. Processing purposes

We process your personal data for the following purposes:

- for internal processing (incl. storage on our systems) for the evaluation, selection and execution of your inquiries or application
- to conduct queries at host organisations
- for the transmission of information to the extent necessary to the Federal Foreign Office, German embassies, safety experts as well as possible guest and partner organisations as and when necessary for evaluation of the application and/or carrying out of the support
- forwarding eligible applications to an independent selection committee
- for inquiries (by phone/in writing/digital)

4. Legal basis for the processing

The legal basis for the processing of your data is provided by

- given consents e.g. from references mentioned in the application (according to Art. 6.1 (a) GDPR),

Please note: You can revoke your consent at any time. Please note that this withdrawal is only effective from the date on which it is enacted. Data processed prior to

the withdrawal is and will not be affected. You can at any time request an overview of the consent you have given.

- the implementation of a contract in which the contracting party is the person concerned or for taking steps prior to entering into a contract (acc. to Art. 6.1 (b) GDPR)
- compliance with a legal obligation (acc. to Art. 6.1 (c) GDPR)
- protection of the vital interests of the data subject or of another natural person (acc. to Art. 6.1 Art. (d) GDPR),
- safeguarding the legitimate interests of the ifa (acc. to Art. 6.1 (f) GDPR) such as inquiries with credit agencies, establishment of legal claims and defence in legal disputes, ensuring IT security, prevention of criminal offences, video surveillance to prevent trespass or disturbance, in particular access to the building and premises and for collecting evidence in case of criminal offences, measures for the security of the building and the property (e.g. access controls)

5. Transfer of data

The personal data provided (any data contained in the inquiry or project application) is internally processed by a project team of the Elisabeth-Selbert-Initiative and, if necessary, transmitted to the Federal Foreign Office, German embassies, safety experts as well as possible guest and partner organisations, companies and service providers (such as web-hosters, IT service providers) for the above-mentioned purposes. Furthermore, formally admissible applications along with a selection of the above-mentioned data are securely transferred to an independent selection committee by the project team of the Elisabeth-Selbert-Initiative. The selection committee ultimately approves or rejects the grant applications.

When necessary, we use communication providers, Protonmail (email host) Signal (messenger service) which enable encrypted data transmission (for more information, see <https://support.signal.org/hc/en-us/sections/360001602832-General-FAQ>, <https://protonmail.com/security-details>)

Further transmission of your personal data to third parties will only be undertaken with your consent, unless there is a legal obligation to do so or for safeguarding the ifa's property and safety rights.

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

6. Duration of data retention

We only retain your personal data as long as necessary for the provision of the service of the scholarship. The regular storage period of the data is 5 years. As part of our contract with the host organisations, we will keep the relevant receipts for a period of 10 years. Data will be subsequently erased if there are no legal obligations for further retention.

7. Your data protection rights

You have the right to obtain information on the personal data stored at the ifa at any time. Upon request your data will be corrected if there are mistakes in the data stored. Upon your request, the ifa will erase your personal data, provided that no statutory storage obligations are applicable. You have the right to limit any further processing of your data, and the right to receive this data in electronic form.

Please contact the above-mentioned address or the data protection officer to obtain information, correction, deletion, limitation, data processing, or request withdrawal.

If there are concerns about the legitimate processing of your personal data by the ifa, you have the right to appeal to a data protection supervisory authority of your choice.

8. Your obligation to provide data

It is necessary to provide your data so that your project application can be processed. The provision of your data is voluntary, but without this provision of data, we are unable to process your request.

9. Automated decision-making (including Profiling)

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

10. Information on your right to object (Art. 21 GDPR)

You have the right to object, on grounds relating to your particular situation, at any time, to the processing of your personal data, based on Article 6.1 (f) (data processing on the basis of a legitimate interest). This also applies to profiling as referred to in Article 4.4 GDPR. If you object, we will no longer process your personal data, unless we can demonstrate legitimate grounds for the processing which override your interests, rights and freedoms, or for the establishment, exercise or defence of legal claims.