

## I. Information on the Controller

When participating in events conducted by Group 9.3, the Physikalisch-Technische Bundesanstalt (PTB) processes personal data. In the following we would like to inform you about the processing of your personal data and the rights you are entitled to in this context.

This information applies to all types of events, such as workshops, trainings, seminars, and events in connection with study trips and / or scholarships – respectively in the form of presence, hybrid, or online events as well as on-site at project partners or at the PTB locations, unless otherwise stated.

Responsible for the processing of personal data is the Physikalisch-Technische Bundesanstalt (PTB) Braunschweig and Berlin, represented by its president Prof. Dr. Joachim Hermann Ullrich, Bundesallee 100, 38116 Braunschweig, Germany, Phone: +49 (0) 531 592-0, E-Mail: [info@ptb.de](mailto:info@ptb.de).

Data Protection Officer can be reached under: Phone: +49 (0)531 592-9085; E-Mail: [datenschutz@ptb.de](mailto:datenschutz@ptb.de).

Further Information on data protection can be found under: [www.ptb.de/data-protection](http://www.ptb.de/data-protection).

## II. Purposes and legal basis of data processing

PTB pursues the following purposes when processing personal data as described in this document:

- Organisation and implementation of events in the context of performing the tasks of Group 9.3 by
  - coordination by the respective project team as well as by organisational units of the PTB entrusted with administrative tasks, in particular for commercial/cost accounting of events
  - organisational processing in connection with the implementation of events or participation in events by the organisation and coordination of flights, hotel stays, transfer / transport / driving services and insurance if necessary
  - contact by external parties involved, such as professional and technical experts, reviewers, or moderators; to transmit information about the respective event and to carry out surveys for the purpose of project evaluation and/or as part of the participation in follow-up events
  - promotion and support of scientific discourse
  - documentation and backup of results (especially in the case of audio, image and/or video recordings)
  - providing Information to the public about the tasks, actions and structures of the authority - (public relations)

Depending on the individual context of the event, processing of personal data by the PTB takes place on one of the following legal bases:

To the extent that consent is obtained in the context of participating in an event, legal basis is Article 6(1) a) GDPR.

If processing of personal data is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract, legal basis is Article 6(1) b) GDPR.

Provided that processing of personal data is necessary for compliance with a legal obligation to which the PTB is subject, legal basis is Article 6(1) c) GDPR.

Insofar as the PTB processes personal in connection with the performance of vested competences and/or statutory tasks, legal basis is Article 6(1) e), (3) GDPR in conjunction with § 3 of the German Federal Data Protection Act (BDSG).

With regard to the processing of personal data in the context of public relations work of Group 9.3, legal basis is the fulfillment of the public's interest in information in state action in accordance with Art. 6(1) e), (3) GDPR in conjunction with § 3 of the German Federal Data Protection Act (BDSG) in conjunction with Art. 20 German Basic Law (GG).

If processing of personal data takes place in the employment context, legal basis is Article 6(1) b) and Article 88(1) GDPR in conjunction with § 26 of the German Federal Data Protection Act (BDSG).

## III. Data processing

### 1. Scope of processing

#### a) *Registration process*

When registering for an event, depending on the type of event, it may be necessary to process the following categories of personal data:

- Personal data (name, first name, title, salutation, date of birth, country of origin)
- Health data (food intolerances / dietary restrictions)
- Passport data (number, validity dates, date of birth, place of birth, country)
- Contact data (email address, telephone number)
- Travel data (arrival and departure dates, flight number)
- Data on the professional background (institution, function / position)
- Qualification data (language skills)
- Bank details, account details

*b) Conduction of events*

Depending on the respective event context, the following personal data may be processed:

**ONLINE-EVENTS**

- Content data in the form of recordings of the following contents made during the respective event
  - Lists of participants with name and institutions of the respective participants, if necessary, also for billing purposes
  - Participants/group picture
  - Content shared via screen sharing
  - Content of virtual whiteboards or other collaboration tools
  - Chat history
- Presentations / films that are shown at the event and made available to the participants in advance and / or in the follow-up to an event
- Images, audio and / or video recordings of the entire event

**PRESENCE EVENTS**

- Signed lists of participants stating their name, institution and, if applicable, their position and email address
- If necessary, a signed daily allowances list if a payment is made on-site (usually name, institution and amount paid is collected here, as well as position and email address, if applicable)
- Pictures/group picture
- Pictures of whiteboards, flipcharts, or other work results
- Presentations / films that are shown at the event and made available to the participants in advance and / or in the follow-up to an event

**2. Transfer of data**

Depending on the individual case, transfer of personal data by PTB may take place to the following extent:

- Transfer to organisational units of the PTB entrusted with the organisation, implementation and commercial/cost accounting of events.
- Transfer to the German Association for International Cooperation (Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)) or other third parties who are entrusted with the settlement of daily allowances and / or reimbursement of costs.
- Transmission to tour operators, airlines, hotels, transport companies or other third parties as part of the organisation of travel services.
- Transmission to insurance companies, if the conclusion of an insurance is part of participation in an event.
- Transmission to external parties involved, such as specialist and technical experts, reviewers or moderators.

Data will not be used for any other than the purposes stated above and will not be disclosed by PTB to third parties, except in cases provided for by law and for the prosecution of criminal offenses or for the purpose of countering threats and dangers.

**3. Storage period**

Regarding the storage period of processed personal data, the following applies in principle:

- Personal data is only stored for the period necessary to achieve the storage purpose, if and insofar this has been provided for by the European regulators or any other legislator by laws or regulations to which the PTB is subject to or there are contractual retention periods.
- The criterion for the duration of the storage is the necessity of knowledge of the data to achieve documentation purposes and for securing the results or to achieve other purposes for which the data was collected.
- Regarding the processing of personal data for billing and / or validation purposes, it is stored in accordance with the specifications of the PTB and the Federal Ministry for Economic Cooperation and Development (BMZ). Contract documents and accounting-related documents are kept for a period of at least 10 years.
- If the storage purpose no longer applies or if a storage period prescribed by the European Regulators or another responsible legislator expires, the personal data will be blocked or deleted in accordance with the statutory provisions.

4. Legal regulations for the provision of personal data; Obligation of the data subject to provide the personal data; possible consequences of non-provision

The provision of personal data in the context of participating in an event, organised by Group 9.3 of the PTB, is necessary to participate in the respective event. Without providing such data, participation will basically not be possible or that PTB cannot provide certain (support) services related to the event.

#### **IV. Rights as a data subject**

When processing your personal data, you may exercise the following statutory rights:

RIGHT OF ACCESS according to Article 15 GDPR

RIGHT TO RECTIFICATION according to Article 16 GDPR

RIGHT TO ERASURE according to Article 17 GDPR

RIGHT TO RESTRICTION OF PROCESSING according to Article 18 GDPR

RIGHT TO WITHDRAWAL OF CONSENT according to Article 7(3) GDPR

RIGHT TO DATA PORTABILITY according to Article 20 GDPR

RIGHT TO LODGE A COMPLAINT WITH A SUPERVISORY AUTHORITY according to Article 77 GDPR.  
The Federal Commissioner for Data Protection and Freedom of Information (BfDI), Graurheindorfer Straße 153, 53117 Bonn, is the supervisory authority responsible for the PTB.