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## Privacy Policy according to GDPR <sup>1</sup>

### I. NAME AND ADDRESS OF THE PERSON RESPONSIBLE AND OF THE DATA PROTECTION OFFICER

The person responsible within the meaning of the EU General Data Protection Regulation (GDPR) and other national data protection laws and regulations is the:

Director of the  
Leibniz Institute for Applied Geophysics (LIAG)  
Stilleweg 2  
30655 Hannover  
Germany  
phone: +49 (0) 511-643-0  
E-Mail: [poststelle@leibniz-liag.de](mailto:poststelle@leibniz-liag.de)

The data protection officer of LIAG can be reached at:

Stilleweg 2  
30655 Hannover  
Germany  
phone.: +49 (0) 511-643-3618  
E-Mail: [Datenschutz@leibniz-liag.de](mailto:Datenschutz@leibniz-liag.de)

### II. DATA PROCESSING

#### 1. General Information

We process our users' personal data only insofar as this is necessary to provide a functioning website as well as our content and services. The processing of our users' personal data generally only takes place with the user's consent.

An exception applies in those cases where prior consent cannot be obtained for factual reasons and processing of the data is permitted by law.

Personal data are acc. Art 4 No. 1 GDPR all information relating to an identified or identifiable natural person (eg name, address, e-mail address).

#### 2. Provision of the website

Every time you visit our website, our system automatically collects data and information from the computer system of the calling computer. The following data is collected:

- (1) the IP address of the user
- (2) date and time of access
- (3) Name of the retrieved file and transferred amount of data
- (4) Message if the retrieval was successful

The legal basis for the temporary storage of data is Article 6 paragraph 1 letter f GDPR.

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<sup>1</sup> EU General Data Protection Regulation - Regulation on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (Data Protection Directive) within the European Union (EU) (Source: Wikipedia)

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The temporary storage of the IP address by the system is necessary to enable the website to be delivered to the user's computer. For this the IP address of the user must remain stored for the duration of the session.

### **3. Cookies**

In addition to the aforementioned data, cookies are stored on your computer when you use our website.

Cookies are text files that are stored in the Internet browser or the Internet browser on the user's computer system. In SIP-Archiv, we use cookies in order to be able to reuse your entered search parameters for further searches in the internal search function. Such a cookie is valid for 2 hours. When logging out of SIP-Archiv, all SIP-Archiv cookies are deleted.

The legal basis is Article 6 paragraph 1 letter f GDPR.

Of course you can also use our websites without cookies. Please note that in this case the use is restricted. You can disable the storage of cookies in your browser, limit them to certain websites or set your browser to notify you when a cookie is sent.

### **4. Contact form and e-mail contact**

There is a contact form on our website which can be used for electronic contact. If a user takes advantage of this possibility, the data entered in the input mask will be transmitted to us and stored. These data are:

- (1) your e-mail address
- (2) the subject of your message
- (3) your message

Your consent is obtained for the processing of the data within the scope of the sending process and reference is made to this data protection declaration.

Alternatively, you can contact us via the e-mail address provided. In this case, the user's personal data transmitted by e-mail will be stored. In this context, the data will not be passed on to third parties. The data is used exclusively for processing the conversation.

The legal basis for the processing of data is Article 6 paragraph 1 letter a GDPR if the user has given his consent.

The legal basis for the processing of data transmitted in the course of sending an e-mail is Article 6 paragraph 1 letter f GDPR. If the e-mail contact aims at the conclusion of a contract, then additional legal basis for the processing is Article 6 exp. 1 letter b GDPR.

The processing of the personal data from the input mask serves us only for the treatment of the establishment of contact. In the event of contact by e-mail, this also constitutes the necessary legitimate interest in the processing of the data.

The other personal data processed during the sending process serve to prevent misuse of the contact form and to ensure the security of our information technology systems.

The data will be deleted as soon as they are no longer necessary to achieve the purpose for which they were collected. For the personal data from the input mask of the contact form and those that were sent by e-mail, this is the case when the respective conversation with the user is finished. The conversation is terminated when it can be inferred from the circumstances that the facts in question have been finally clarified.

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The user has the possibility to revoke his consent to the processing of personal data at any time. If the user contacts us by e-mail, he can object to the storage of his personal data at any time. In such a case, the conversation cannot be continued. All personal data stored in the course of contacting us will be deleted in this case.

You can send your cancellation by post or by e-mail to the name and address of the responsible person named under I.

### **5. Web analytics**

This website does not use any web analysis services. Only the total number of logins in SIP-Archiv is counted anonymously by us.

## **III. STORAGE PERIOD**

The personal data of the affected person will be deleted as soon as they are no longer necessary for the purpose of their collection (see point 2).

In the case of collecting the data for providing the website, this is the case when the session is over (see point 4).

In addition, such storage may be provided for by the European or national legislator in EU regulations, laws or other regulations to which the controller is subject. Blocking or deletion of the data also takes place when a storage period prescribed by the standards mentioned expires.

## **IV. RIGHTS OF THE DATA SUBJECT**

If personal data are processed by you, you are affected within the meaning of the GDPR and you have the following rights towards the person responsible:

### **1. Right to information pursuant to Article 15 GDPR**

You can ask the person in charge to confirm whether personal data concerning you will be processed by us.

If such processing has taken place, you can request the following information from the person responsible:

- (1) the purposes for which the personal data are processed;
- (2) the categories of personal data being processed;
- (3) the recipients or categories of recipients to whom the personal data concerning you have been or are still being disclosed;
- (4) the planned duration of the storage of the personal data concerning you or, if specific information on this is not possible, criteria for determining the storage period;
- (5) the existence of a right to rectification or deletion of personal data concerning you, a right to limitation of processing by the controller or a right to object to such processing;
- (6) the existence of a right of appeal to a supervisory authority;
- (7) any available information on the origin of the data if the personal data are not collected from the data subject;
- (8) the existence of automated decision-making including profiling in accordance with Article

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22 paragraph 1 and 4 GDPR and - at least in these cases - meaningful information on the logic involved and the scope and intended effects of such processing for the data subject.

You have the right to request information as to whether the personal data concerning you is transferred to a third country or to an international organisation. In this context, you may request to be informed of the appropriate guarantees pursuant to Article 46 GDPR in connection with the transmission.

## **2. Right of rectification in accordance with Article 16 GDPR**

You have a right of rectification and/or completion towards the data controller if the personal data processed concerning you are incorrect or incomplete. The person responsible shall make the correction without delay.

## **3. Right to limitation of processing in accordance with Article 18 GDPR**

Under the following conditions, you may request that the processing of personal data concerning you be restricted:

- (1) if you dispute the accuracy of the personal data concerning you for a period that enables the data controller to verify the accuracy of the personal data;
- (2) the processing is unlawful and you refuse to delete the personal data and instead request that the use of the personal data be restricted;
- (3) the data controller no longer needs the personal data for the purposes of the processing, but you do need them to assert, exercise or defend legal claims, or
- (4) if you have filed an objection to the processing pursuant to Article 21 paragraph 1 GDPR and it has not yet been determined whether the legitimate reasons of the person responsible outweigh your reasons.

If the processing of personal data concerning you has been restricted, such data may only be processed - apart from being stored - with your consent or for the purpose of asserting, exercising or defending rights or protecting the rights of another natural or legal person or on grounds of an important public interest of the Union or a Member State.

If the processing restriction has been restricted according to the above conditions, you will be informed by the person responsible before the restriction is lifted.

## **4. Right of objection according to Article 21 GDPR**

You have the right to object at any time, for reasons arising from your particular situation, to the processing of personal data concerning you under Article 6(1)(e) or (f) of the GDPR; this also applies to profiling based on these provisions.

The data controller no longer processes the personal data concerning you, unless he can prove compelling reasons worthy of protection for the processing, which outweigh your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.

You have the possibility to exercise your right of objection in connection with the use of Information Society services by means of automated procedures using technical specifications, notwithstanding Directive 2002/58/EC.

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## 5. Right to cancellation in accordance with Article 17 GDPR

### 5.1 Duty to delete

You may request the data controller to delete the personal data relating to you without delay and the controller is obliged to delete this data without delay if one of the following reasons applies:

- (1) The personal data concerning you are no longer necessary for the purposes for which they were collected or otherwise processed.
- (2) You revoke your consent, on which the processing was based pursuant to Article 6 paragraph 1 letter a or Article 9 paragraph 2 letter a GDPR, and there is no other legal basis for the processing.
- (3) You file an objection against the processing pursuant to Article 21 paragraph 1 GDPR and there are no overriding legitimate reasons for the processing, or you file an objection against the processing pursuant to Article 21 paragraph 2 GDPR.
- (4) The personal data concerning your person have been processed unlawfully.
- (5) The deletion of personal data relating to you is necessary to fulfil a legal obligation under Union law or the law of the Member States to which the data controller is subject.
- (6) The personal data concerning your person were collected in relation to information society services offered pursuant to Article 8 paragraph 1 GDPR.

### 5.2 Information to third parties

If the data controller has made the personal data concerning you public and is obliged to delete it pursuant to Article 17 paragraph 1 GDPR, he shall take appropriate measures, including technical measures, taking into account the available technology and the implementation costs, to inform data processors who process the personal data that you as the data subject have requested the deletion of all links to this personal data or of copies or replications of this personal data.

### 5.3 Exceptions

The right to cancellation does not exist insofar as the processing is necessary

- (1) to exercise freedom of expression and information;
- (2) for the performance of a legal obligation required for processing under the law of the Union or of the Member States to which the controller is subject or for the performance of a task in the public interest or in the exercise of official authority conferred on the controller;
- (3) for reasons of public interest in the field of public health pursuant to Article 9 paragraph 2 letter h and i and Article 9 paragraph 3 GDPR;
- (4) for archiving purposes in the public interest, scientific or historical research purposes or for statistical purposes pursuant to Article 89 paragraph 1 GDPR, insofar as the law referred to under a) is likely to make it impossible or seriously impair the attainment of the objectives of such processing, or
- (5) to assert, exercise or defend legal claims.

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## **6. Right of information pursuant to Article 19 GDPR**

If you have exercised your right to have the data controller correct, delete or limit the processing, he/she is obliged to inform all recipients to whom the personal data concerning you have been disclosed of this correction or deletion of the data or restriction on processing, unless this proves impossible or involves a disproportionate effort.

The person responsible shall have the right to be informed of such recipients.

## **7. Right to data transferability in accordance with Article 20 GDPR**

You have the right to receive the personal data concerning you that you have provided to the person responsible in a structured, common and machine-readable format. In addition, you have the right to pass this data on to another person in charge without obstruction by the person in charge to whom the personal data was provided, provided that

(1) processing is based on consent pursuant to Article 6 paragraph 1 letter a GDPR or Article 9 paragraph 2 letter a GDPR or on a contract pursuant to Article 6 paragraph 1 letter b GDPR and

(2) processing is carried out by means of automated methods.

In exercising this right, you also have the right to request that the personal data concerning you be transferred directly from one data controller to another data controller, insofar as this is technically feasible. The freedoms and rights of other persons must not be affected by this.

The right to transferability shall not apply to the processing of personal data necessary for the performance of a task in the public interest or in the exercise of official authority conferred on the controller.

## **8. Right of appeal to a supervisory authority**

Without prejudice to any other administrative or judicial remedy, you have the right of appeal to a supervisory authority, in particular in the Member State where you reside, work or suspect of infringement, if you believe that the processing of personal data concerning you is contrary to the GDPR.

The supervisory authority to which the complaint has been lodged shall inform the complainant of the status and results of the complaint, including the possibility of a judicial remedy under Article 78 GDPR.

## **9. Right to revoke the data protection declaration of consent pursuant to Article 7 Paragraph 3 GDPR**

You have the right to revoke your data protection declaration of consent at any time. The revocation of consent shall not affect the legality of the processing carried out on the basis of the consent until revocation.