



EMBO | Meyerhofstr. 1 | 69117 Heidelberg | Germany

## **Data protection guidelines governing your registration for an EMBO Course or Workshop**

### **1. Am I required to provide personal data?**

If you would like to register for the selected course or workshop, then you are required to provide certain personal data which we need in order to process your request or to meet certain legal requirements. Fields where you provide such mandatory data are marked with an asterisk (\*) symbol.

### **2. Who is responsible for processing my data and whom can I contact?**

The European Molecular Biology Organization (EMBO) and the event organisers listed on the event website act as joint data controllers for this event.

You may contact EMBO at:

EMBO  
Meyerhofstrasse 1  
69117 Heidelberg  
Germany

[courses\\_workshops@embo.org](mailto:courses_workshops@embo.org)  
[data-protection@embo.org](mailto:data-protection@embo.org)

You may contact the event organisers using the contact email address found on this registration website or on the public website for this event.

The authorised data processor is:

Marianne Mandl – EDV Dienstleistungen  
Schubertstrasse 19  
2100 Korneuburg  
Austria

operating under contract with EMBO as provider of the Conference Management Software (COMS).

### **3. Why and on what legal basis do we process your data?**

We process personal data in accordance with the GDPR, the General Data Protection Regulation (EU Regulation 2016/679) and the Federal Data Protection Law of Germany

- a) for participation in the EMBO Course or Workshop, based on Article 6 para 1 b of the GDPR to ensure your participation in the course of workshop based on your registration; or
- b) to receive e-mailed information on EMBO activities, on the basis of your consent (Article 6 para 1 a of the GDPR), which you may revoke at any time.

#### **4. Who has access to my data?**

Your data will be recorded by means of the COMS-registration platform and by the scientific organisers of the conference or workshop that you selected (these organisers are listed on the website of the conference or workshop). Your data will be provided to EMBO (European Molecular Biology Organization), a not-for-profit organization with its registered seat in Geneva, Switzerland and its administrative office in Heidelberg, Germany.

In the case of EMBO | FEBS Lecture Courses, your data may also be shared with FEBS in organizers' reports to FEBS for the purposes of monitoring meeting funding. FEBS is a charitable organization supporting research and education in molecular life sciences through its journals, fellowships, courses, congress and other activities.

In addition, if you consent to receive future email communications from FEBS about FEBS activities, we will share your email address and name with FEBS for this purpose.

For more information, please find their privacy policy here: <https://www.febs.org/privacy-policy/>

For questions about the storage of your data by FEBS, please contact them directly at [admin@febs.org](mailto:admin@febs.org)

In the event that it is necessary for technical support, your data may be accessed by Marianne Mandl – EDV Dienstleistungen, owner and operator of Conference Management Software. Physical hosting of the Conference Management Software is arranged by Marianne Mandl – EDV Dienstleistungen and may be subcontracted to a GDPR-compliant hosting service within the European Union.

#### **5. How long will my data be stored?**

Marianne Mandl – EDV Dienstleistungen will delete your personal data from the Conference Management Software servers immediately after having transmitted it to EMBO once per year.

EMBO (ref. Section 4) stores your personal data indefinitely in order to provide a permanent record of attendance at this event. If you explicitly allow EMBO to contact you for purposes other than the conference or workshop, EMBO will store your name and email address until you unsubscribe from our mailing lists. You can unsubscribe by following the unsubscribe link at the bottom of every EMBO mailing.

## **6. What are my privacy rights?**

You have the following rights vis-à-vis EMBO and the data processor:

- Accessing your personal data
- Correcting your personal data
- Limiting the processing of your personal data
- Revoking your consent to receive e-mail newsletters from EMBO by unsubscribing from our mailing lists
- Data portability – receiving a copy of your data in a reusable electronic format.