

# **Privacy Policy for Web Forms**

Helmholtz-Zentrum Berlin für Materialien und Energie (HZB) takes the protection of personal data very seriously. Below, you will find information on how we use any personal data that we collect for the purpose of organizing and holding events at HZB.

#### Personal data

Personal data refers to all data that could provide information on your identity or personal circumstances. This includes information such as name, address, postal address, telephone number and e-mail address, as well as other information about your individual, personal circumstances that is electronically stored and processed.

#### What data is collected?

When you register with us for an event, in addition to the aforementioned personal data, we may also ask you for information about your profession or specialized field.

Your data will be stored on a protected server of Helmholtz-Zentrum-Berlin. The data can only be accessed by authorized persons who are responsible for the technical or editorial care of the servers and data. All necessary technical and organizational measures have been taken to ensure the valid data protection regulations are observed both by us and by any external service providers we may commission.

## Use of collected personal data

Data that has been collected in relation to the registration of an event will only ever be used for organizing the event. Existing contact data will only be used for communicating information in relation to the event. The IP address of your computer will be deleted from our server and will not be used to identify the user. We reserve the right to statistically evaluate anonymized records only.

# Forwarding personal data to third parties

No contact details will be disclosed to third parties without consent.

Exceptions could only be justified by circumstances in which HZB is obliged by law or by court order to communicate data to bodies entitled to receive such data.

Under certain circumstances, it may be necessary to forward data in relation to an event to service providers (for example an event agency) who support us on the registration of participants or on the organization of events. We suitably protect this data technically and by contracts such that it may only be used for event-specific purposes. This data will be automatically deleted at the latest 6 months after the end of the event.

We ask you to inform us immediately if there is any indication that a service provider has misused this personal data. Every indication will be followed up immediately and all necessary legal measures taken.

#### Links

The website of Helmholtz-Zentrum Berlin and announcements of events can contain links to other websites. We are not liable for their data protection procedures.

### Security

HZB employs data security measures according to the latest state of the art.

## Terms of use, notice and revisions



We reserve the right to change our data policy at any time. Consent that has been given for this declaration remains unaffected by such changes.

# **Privacy Policy**

By marking the corresponding field in the web form and under the aforementioned terms, I consent to the use of the personal data collected.

## Contact

Should you have any questions regarding this Privacy Policy, you can reach us at the following address:

Helmholtz-Zentrum Berlin für Materialien und Energie Department Kommunikation Hahn-Meitner-Platz 1 (formerly Glienicker Str. 100) 14109 Berlin Germany

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