

3 PROCESS DATA SECURITY

The HNF is certified in accordance with ISO 9001:2015 and is obliged to record and log device and process parameters. For this purpose, the HNF has a web-based system called "PPMS" for recording booking data from devices and run sheets (processes and utilisation parameters):

- HNF users have a project in PPMS in which all bookings and rights to devices are recorded.
- Users are obliged to keep their run sheets for this project up to date at all times. To do this, run sheet updates must be sent to the functional email address hnf-technologie@fz-juelich.de. The HNF project group will then process them.
- You and your sending institution are responsible for the permanent storage of your process data. The HNF provides you with a tool in the form of the sample database (<https://samples.hnf.fz-juelich.de/>) to make your task easier. It is your responsibility to use this tool. The sample database will gradually be made available for all HNF processes.

3.1 DATA PROTECTION INFORMATION IN ACCORDANCE WITH ART. 13, 14 AND 21 OF THE GENERAL DATA PROTECTION REGULATION (GDPR)

PPMS booking system of the Helmholtz Nano Facility

Personal data is any information relating to an identified or identifiable natural person. An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data or an online identifier.

In accordance with Art. 13 of the General Data Protection Regulation (GDPR), the following information must be provided to you when personal data is collected in connection with the use of the PPMS system:

Controller / Data Protection Officer

Responsible for the processing of personal data is

Research Centre Jülich GmbH
Wilhelm-Johnen-Straße
52428 Jülich/Germany
Phone: +49-2461-61-0

If you have specific questions about the protection of your data, please contact the data protection officer

Markus Weuthen
Research Centre Jülich GmbH
Wilhelm-Johnen-Straße
52428 Jülich
Jülich, Germany
Phone: +49-2461-61-96049
E-mail: DSB@fz-juelich.de / Website: www.fz-juelich.de

Purpose and legal basis

Your personal data will only be processed in the context of using the HNF facilities and user management.

The data is processed in accordance with the provisions of the General Data Protection Regulation (GDPR), the Federal Data Protection Act (BDSG) and other relevant data protection regulations. The processing and use of the individual data is necessary for the following purposes

- Independent booking of equipment for users
- Organisation of training sessions on the devices
- Management of user projects
- Management of security clearances
- Invoicing of services provided by the HNF
- Statistical analyses of repairs, maintenance and usage times
- Communication with the users

As you consent to the processing of your data by actively registering and booking in the booking system, Article 6 (1) lit a GDPR is the relevant legal basis. We conscientiously protect your data against loss, misuse, unauthorised access, unauthorised disclosure, falsification or destruction. Within our company, your data is stored on password-protected servers to which only a limited group of people have access.

Categories of personal data processed by us

Personal data:

- Surname, first name, institution

Contact details:

- E-mail address,
- telephone number,
- Affiliation to the institute or home institution
- Trainings,
- security clearances,
- Booked equipment times

Recipients of personal data

We only pass on your personal data within our company to those areas that require this data to fulfil contractual and legal obligations or to implement our legitimate interest. Your data will not be passed on to third parties.

Transfer of data to a third country or an international organisation

Data processing does not take place outside the EU or the EEA.

Storage period

We process and store your data for as long as is necessary to fulfil the defined purposes. They are then deleted at regular intervals, at the latest when the user account is deleted at the end of the year. Longer storage is permitted for statistics if personal data has been anonymised.

Your rights

You have the following rights vis-à-vis the controller with regard to your personal data

- Right of access, Art. 15 GDPR
- Right to rectification, Art. 16 GDPR
- Right to erasure, Art. 17 GDPR
- Right to restriction of processing, Art. 18 GDPR
- Right to object to the collection, processing and/or use, Art. 21 GDPR
- Right to data portability, Art. 20 GDPR

You can assert the aforementioned rights at DSB@fz-juelich.de.

You also have the right to lodge a complaint with the data protection supervisory authority (Federal Commissioner for Data Protection and Freedom of Information):

The Federal Commissioner for Data Protection and Freedom of Information

Graurheindorfer Str. 153, 53117 Bonn, Germany

E-mail: poststelle@bfdi.bund.de

Provision of data

You only need to provide the data required for the bookings. If we request additional data from you, you will be informed separately of the voluntary nature of the information.

Automated decision-making / profiling

Your data will *not be* used for automated decision-making or profiling.