

“Information on data protection (data order)”

In accordance with Art. 13 GDPR, we would like to inform you about the handling of your data in the context of your data order.

a) Responsible

Deutsches Zentrum für Altersfragen (DZA)
Manfred-von-Richthofen-Straße 2
12101 Berlin
Email: fdz@dza.de

b) Data Protection Officer

Our data protection officer will be happy to provide you with information or suggestions on the subject of data protection:

datenschutz nord GmbH
Niederlassung Berlin
Kurfürstendamm 212
10719 Berlin
Email: office@datenschutz-nord.de

c) Data processing procedures

(1) Data order

For scientific purposes, we make the data of the German Ageing Survey, D80+ and the PREFER 2009 study available upon request. If you would like to use these data, you can fill out the corresponding application form on our website.

- We require the following mandatory information from you: Full name (incl. title), institution, institutional and private address incl. country, institutional and private email address, purpose of the intended use incl. discipline/subject, topic/title and expected end of the research project. If you are applying for the survey data for a qualification thesis, we also require information on the type of qualification thesis. If you indicate in your application that other persons will also be using the survey data, we also require the contact details of the co-users, both private and official (first name, last name, email address, institution, address).
- We use this data to contact you personally, to check your application and your data use legitimation, to draw up the data use contract and, if applicable, the user agreement for the co-users as well. We also need your postal address to send you the data use agreement by post.
- After your application has been approved, you will also receive a user name and password with which you can access the protected download area of the FDZ-DZA website. There you can view and download the desired data as well as the wave-specific documentation material.
- The legal basis of the data processing is Art. 6 para. 1 lit. b GDPR (implementation of the data use contract incl. pre-contractual measures).
- In addition, you can voluntarily provide us with the following data: Title, address suffix, knowledge of the data order. We process this data in order to be able to write to you with your title, to take address additions into account for addresses and to find out how you became aware of our offer. The legal basis for this is Art. 6 Para. 1 lit. f GDPR (legitimate interest). Our legitimate interest results from the aforementioned purposes. We delete your data after receipt of the deletion notification from the data user.

(2) Statistical evaluation

We also use your personal data mentioned above or parts thereof for statistical purposes. We anonymise your data. The purpose of the statistics is, for example, the creation of reports and overviews for ordering data for internal evaluation. The legal basis for the creation of statistics is Art. 6 para. 1 lit. f GDPR, based on our legitimate interest in using statistics to present our work transparently and to evaluate it internally. We delete your data after receipt of the deletion notification.

(3) Publication in the context of a bibliography

In addition, we maintain a publicly accessible bibliography at <https://www.dza.de/forschung/fdz/fdz-publikationen>, in which the publications (incl. possible naming of authors) based on data holdings of the FDZ-DZA are listed and can be viewed by interested persons. The legal basis for maintaining and publishing the bibliography is Art. 6 para. 1 lit. f GDPR, based on our legitimate interest in including all publications based on our data holdings in a publicly accessible bibliography. This list serves to inform other researchers and possible data subjects.

(4) Contact

- You have the option of contacting us by post, telephone or email. In doing so, we process the following data: Your name, your email address/address/telephone number and your message. Depending on the enquiry method, this information is mandatory as we need it to process your enquiry in the best possible way. We use this information to contact you personally, to process your enquiry and to reply to you. Your data will be deleted once we have completed processing your enquiry. This is the case when the circumstances indicate that the matter in question has been conclusively clarified and provided that there are no statutory retention obligations to the contrary.
- If necessary, we will also contact you after the end of the contract in order to exchange information with you about the data order and the tasks of the FDZ-DZA. The legal basis for processing the data is Art. 6 para. 1 lit. f GDPR. We have a legitimate interest in being in contact with applicants or other interested persons, in responding to requests addressed to us and in contacting the data user(s) also after the end of the contract to exchange information and to conduct surveys in connection with the tasks of the FDZ-DZA.

d) Recipient of the data

We pass on your data to service providers who support us in the "data ordering" process and the associated processes within the framework of commissioned processing in accordance with Art. 28 GDPR. Our service providers are strictly bound by instructions to us and are contractually obligated accordingly. These are service providers of the following categories:

Hosting service provider for the operation of our servers:

Hetzner Online GmbH
Industriestr. 25
91710 Gunzenhausen
Tel.: +49 9831 505-0
Fax: +49 9831 505-3
info@hetzner.com | www.hetzner.com

This service provider does not further process the data. It works exclusively on our instructions and has been obliged to comply with the applicable data protection regulations. This service provider has been carefully selected and is only given access to your data to the extent and for the period required to provide the services. We do not pass on your data to any other service providers or third parties. The personal data is only processed internally.

e) Duration of data storage

Unless we have already informed you in detail about the storage period, we delete personal data when they are no longer required for the aforementioned processing purposes and no statutory obligations prevent us from deleting the data.

f) Is there an obligation to provide the data?

The provision of your data is not required by law and is voluntary. However, in order to decide on your data order request, the provision of some of your data is required. We will inform you when collecting the data if the provision is required. For required data the consequence of not providing it is that we unfortunately cannot make a decision on your application and thus cannot consider it.

g) Your rights as a data subject

As a data subject, you have the right to **obtain information** about the personal data concerning you (Art. 15 GDPR) as well as the right to have inaccurate data **corrected** (Art. 16 GDPR) or to have it **deleted if one of** the reasons listed in Art. 17 GDPR applies, e. g. if the data is no longer needed for the purposes pursued.

There is also the right to **restriction of processing** if one of the conditions mentioned in Art. 18 of the GDPR applies and, in the cases of Art. 20 of the GDPR, the right to **data portability**. If the processing of data is based on your consent, you are entitled under Art. 7 of the GDPR to **revoke** your consent to the use of your personal data at any time.

A revocation does not affect the lawfulness of the processing carried out on the basis of the consent until the revocation. Every data subject also has the right to lodge a complaint with a supervisory authority if he or she believes that the processing of data concerning him or her violates data protection provisions (Art. 77 GDPR).

Right of objection

In cases where we process your personal data on the legal basis of Art. 6(1)(e) or (f) GDPR, you have the right to object at any time on grounds relating to your particular situation. We will then no longer process the personal data unless there are demonstrably compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.

You also have the right to object to the processing of your data for direct marketing purposes at any time. This also applies to profiling in connection with direct advertising.