

Privacy Notice

according to Article 12 of the [EMBL Internal Policy 68 on general data protection](#) (equiv. to Articles 13 and 14 of [Regulation \(EU\) 2016/679](#))

1. The purpose of this Information notice and introduction of the ISG Hotel

The purpose of this notice is to inform you about certain aspects of our business activities where we need to act according to the applicable data protection rules.

Please note that ISG Hotel is managed and run by European Molecular Biology Laboratory/EMBL, which is an intergovernmental organization, established by the [Agreement establishing the European Molecular Biology Laboratory](#). Like most other International Organisations EMBL enjoys certain privileges and immunities (i.e. exemptions from the applicability of national law and national jurisdiction) and also may self-regulate its activities (i.e. establish its own institutional legal framework) within the framework of its founding act, general principles of public international law and conventions signed with its host countries.

With the entry into force of the [EU General Data Protection Regulation \(GDPR\)](#), and mindful of its public mandate and the ability of self-regulating data protection, EMBL has adopted its own data protection law –[EMBL Internal Policy No 68 on General Data Protection \(IP 68\)](#) (hereinafter IP 68), adapted to the needs of international scientific research and international legal status, but reflecting the principles of European data protection law. For more information on EMBL's position and data protection at EMBL please see here ([link](#)).

This Privacy notice gives you all required and necessary information on what personal data we process, for what purpose, for how long, on which legal basis, whom we are sharing your data with, etc. There are also contact details of the Controller, where you can exercise your rights, Data protection officer, where you can get an advice or information on data protection rights and obligations, and Data protection committee, acting as a supervisory authority, in case you have any complaint against such processing of your data.

2. The purpose of the processing of data

We process your data for the purpose of offering you an accommodation and conference service and for offering you our facilities for other events.

When you directly interact with us via our internet site <http://en.isg-hotel.de/>, telephone or e-mail, or through different on-line booking service providers (e.g. Booking.com, Expedia, FRS), we receive your personal data from you. Such personal data relate to your name and contact details (e.g. telephone number, e-mail, address), your credit card details (e.g. credit card number, credit card expiry date), nationality, gender and billing address (should this be different to yours).

3. Lawful basis for processing your personal data

When we provide you with accommodation and conference services or we offer you our facilities for your own purposes, we process your personal data for the performance of a contract to which you are party or in order to take steps at your request prior to entering into a contract.

4. Recipients of your data

We will keep your personal data confidential. We will only disclose it when legally required or permitted, or when necessary in order to fulfil the purpose for which you have provided us your information. We will disclose your personal data to the following recipients, who will process them under our instructions:

- The EMBL Finance office will receive your personal data for managing payments,
- Various German shuttle transfer companies will receive your personal data for the purpose of providing you with the transfer service, if requested by you,
- The German company CA Customer Alliance GmbH will receive your personal data for the purpose of providing us with your feedback about our service,
- The German company Hope Software GmbH, who manages reservation program Hope, will receive your data for the purpose of completing reservation process.

Please note that if you wish to pay for our services with your credit card, some of your data will be send to Swiss company SIX Payment Services AG, which manages card payments via

POS terminals. They will process your data independently from our services and for their own purposes.

5. Retention period of your data:

Your personal data will be stored for as long as it is necessary for our processing activities, but no longer than 10 years. Thereafter, they are erased.

6. Security of your data

ISG Hotel under the technical support of the EMBL has implemented appropriate technical and organisational measures to ensure a level of security, which we deem appropriate, taking into account the categories of data we collect and the way we process it.

7. Controllers of your data and your rights

This personal data processing activity is controlled by the manager of the ISG Hotel, to whom you may address a request to exercise your rights under Article 13 of Internal policy 68, e.g. not to be subject to a decision significantly affecting you and based on automated processing of data, to request the conformation of the processing, to object to the processing and to request the rectification or erasure of your personal data.

The manager of the controller can be reached by email; isg@embl.de, by telephone at; +49 6221 3861-0, or +49 6221 387-6654, or by post at:

Hotel ISG
Im Eichwald 19
69126 Heidelberg
Germany

8. Data protection officer

Advice regarding your rights can be received from the Data protection officer of EMBL, who can be reached by email at dpo@embl.org, by telephone at +49 6221 387-8590 or by post at:

EMBL Heidelberg
Data Protection Officer
Meyerhofstraße 1
69117 Heidelberg
Germany

9. Supervisory authority

If you wish to complain about the processing of your data, you may do so with the EMBL's supervisory authority, the Data Protection Committee. Pending its final composition, these complaints should also be addressed to EMBL's Data Protection Officer.

Last update: 4 March 2019