

## Right of access pursuant to article 15 of the GDPR

I hereby request information as to whether any data concerning my person is being processed by Helmholtz Zentrum München (HMGU).

Surname:

First name:

Birth name:

Date of birth:

Address:

Zip-Code/City:

E-mail:

Telephone:

### **Studies**

Since the data collected as part of clinical or epidemiological studies is earmarked for a specific purpose it is not stored in a central facility of the Helmholtz Zentrum München.

If you took part in studies that were carried out by the Helmholtz Zentrum München as the responsible party and if you wish to obtain information regarding your participation, you need to contact the entity stated in the declaration of consent or use the box below to indicate the study that you took part in.

Name of study:

## **Cooperation**

If you had contact with an institute of Helmholtz Zentrum München due to a scientific cooperation and if you wish to obtain information on the data stored there, Helmholtz Zentrum München can only assist you if you state the name of the institute of the HMGU and the period of cooperation.

Institute:

Period:

## **In what other function did you have contact with the HMGU?**

## **Specific comments (optional)**

If the Helmholtz Zentrum München has reasonable doubts concerning your identity it reserves the right, prior to any further processing of your request, to determine your identity by taking the appropriate measures (such as asking you for a copy of your identity card with blackend fields).

Please send the filled-in form by post or e-mail ([datenschutz@helmholtz-muenchen.de](mailto:datenschutz@helmholtz-muenchen.de))

to:

Helmholtz Zentrum München

Deutsches Forschungszentrum für Gesundheit und Umwelt (GmbH)

Data Protection Officer

Ingolstädter Landstraße 1

D-85764 Neuherberg

## **Privacy notice for processing personal data according to Art. 13 GDPR in the context of the right of access according to Art. 15 GDPR**

### **1. Scope of data processing**

In the following we want to inform you about the scope of data collection, storage and use (hereinafter referred to as "data processing", used within the meaning of Art. 4(2) GDPR) of your personal data in the context of your request for information by the Helmholtz Zentrum München (HMGU).

### **2. Purpose of data processing**

We process your personal data for the purpose of checking and answering your request for information according to Art. 15 GDPR.

### **3. Categories of data processing**

If you submit your request for information in accordance with Art. 15 GDPR, you provide us with your personal data in order to contact you and for further communication.

Information on the processing of personal data may only be given to the person actually affected. If, in individual cases, there is reasonable doubt as to the identity of the applicant, the applicant may be requested to provide further information to ensure that the identity is unambiguously confirmed.

The following data is collected for the above purpose:

- Contact details (including first name, surname, postal address, e-mail address, telephone number)
- Information for the unambiguous identification of the person requesting information (e.g. copy of the identity card; however, only the following information is given here: First name, surname, postal address, period of validity - all other information should be blacked out on the copy marked as such)

### **4. Legal basis for data processing**

The legal basis for data processing is Art. 6(1) point (c) GDPR (processing is necessary for compliance with a legal obligation). This includes the processing of personal data for the purpose of checking and responding to requests for information in accordance with Art. 15 GDPR.

### **5. Recipients of personal data**

Knowledge of your personal data is gained by internal employees of the HMGU and, if applicable, processors who are entrusted with the task of assisting in the information process.

### **6. Transfers of personal data to third countries (Non-EU)**

Your personal data will not be transferred to third countries (Non-EU).

## 7. Duration of storage

As a matter of principle, we delete personal data when there is no need for further storage. A requirement can exist in particular if the data is still needed to fulfil contractual services, to check and grant or ward off warranty and, if applicable, guarantee claims. In the case of statutory storage obligations, deletion shall only be considered after the expiry of the respective storage obligation.

## 8. Your rights as a data subject

You have the following rights in connection with the processing of your personal data:

- According to Art. 15 GDPR you have the right to obtain **confirmation** as to whether or not your personal data is processed by the Helmholtz Zentrum München.
- According to Art. 16 GDPR you have the right to obtain without undue delay the **rectification** of inaccurate personal data and to have incomplete personal data **completed** by the Helmholtz Zentrum München.
- According to Art. 17 GDPR you have the right to obtain the **erasure** of your personal data stored by the Helmholtz Zentrum München, as far as processing is not necessary for exercising the right of freedom of expression and information, for compliance with a legal obligation to which the Helmholtz Zentrum München is subject, for the performance of a task carried out in the public interest or for the establishment, exercise or defence of legal claims.
- According to Art. 18 GDPR you have the right to obtain **restriction** of processing if you contest the accuracy of your personal data or the processing is unlawful.
- According to Art. 20 GDPR you have the right to **receive** your personal data in a structured, commonly used and machine-readable format and to transmit your data to another controller without hindrance or to have it transmitted directly by the Helmholtz Zentrum München.
- According to Art. 77 GDPR you have the right to lodge a **complaint** with a supervisory authority against the Helmholtz Zentrum München.

## 9. Controller according to GDPR

Responsibility for the processing of the above-mentioned personal data and your requests and inquiries in connection therewith is assumed by:

Helmholtz Zentrum München

Deutsches Forschungszentrum für Gesundheit und Umwelt (GmbH)

Ingolstädter Landstraße 1

D-85764 Neuherberg

E-Mail: [dataprotectionmanagement@helmholtz-muenchen.de](mailto:dataprotectionmanagement@helmholtz-muenchen.de)

If you have any questions regarding data protection, please contact our Data Protection Officer at the above address or e-mail: [datenschutz@helmholtz-muenchen.de](mailto:datenschutz@helmholtz-muenchen.de).