

## Privacy policy

Status May 24 2018

This data protection declaration clarifies the type, scope and purpose of the processing of personal data within Bonn Zoological Bulletin web portal (<http://www.zoologicalbulletin.de>). With regard to the terms used, such as "personal data" or their "processing", we refer you to the definitions in Art. 4 of the General Data Protection Regulation (DGPR).

### Responsible:

Zoological Research Museum Alexander Koenig  
Leibniz-Institute for Animal Biodiversity  
Foundation under public law  
Adenauerallee 160  
53113 Bonn  
email: [info\(at\)leibniz-zfmk.de](mailto:info(at)leibniz-zfmk.de)

### Contact data of the ZFMK data protection officer:

Thorsten Klug  
Zoological Research Museum Alexander Koenig  
Leibniz-Institute for Animal Biodiversity  
Foundation under public law  
Adenauerallee 160  
53113 Bonn  
email: [datenschutz\(at\)leibniz-zfmk.de](mailto:datenschutz(at)leibniz-zfmk.de)

### Types of data processed:

Usage data (ref. chap. 12).

### 1. Relevant legal bases

In accordance with Art. 13 DGPR we inform you about the legal basis of our data processing. If the legal basis is not mentioned in the data protection declaration, the following applies: The legal basis for obtaining consent is Art. 6 para. 1a and Art. 7 DGPR, the legal basis for processing in order to fulfil our services and carry out contractual measures as well as answer

inquiries is Art. 6 para. 1b DGPR, the legal basis for processing in order to fulfil our legal obligations is Art. 6 para. 1c DGPR, and the legal basis for processing in order to safeguard our legitimate interests is Art. 6 para. 1f DGPR. In the event that vital interests of the data subject or another natural person make processing of personal data necessary, Art. 6 para. 1d DGPR serves as the legal basis.

## **2. Changes and updates of the privacy policy**

We ask you to inform yourself regularly about the content of our data protection declaration. We will adapt the data protection declaration as soon as the changes to the data processing carried out by us make this necessary. We will inform you as soon as the changes require your cooperation (e.g. consent) or other individual notification.

## **3. Security measures**

3.1 We shall take appropriate technical and organisational measures in accordance with Art. 32 DGPR, taking into account the state of the art, the implementation costs and the type, extent, circumstances and purposes of the processing, as well as the different probability of occurrence and severity of the risk to the rights and freedoms of natural persons, to ensure a level of protection appropriate to the risk; these measures shall include, in particular, safeguarding the confidentiality, integrity and availability of data by controlling the physical access to the data, as well as the access to, inputting, passing on, securing the availability and separation of the data relating to them. In addition, we have established procedures to ensure the exercise of data subjects' rights, the deletion of data and the response to data threats. Furthermore, we take the protection of personal data into account as early as the development or selection of hardware, software and processes, in accordance with the principle of data protection through technology design and data protection-friendly default settings (Art. 25 DGPR).

3.2. The security measures include in particular the encrypted transmission of data between your browser and our server.

## **4. Cooperation with processors and third parties**

4.1 Insofar as we disclose data to other persons and companies (contract processors or third parties) within the scope of our processing, transfer them to them or otherwise grant them access to the data, this shall only take place on the basis of legal permission (e.g. if a transfer of the data to third parties, such as payment service providers, pursuant to Art. 6 para. 1b DGPR is necessary for the performance of the contract), you have consented, a legal obligation provides for this or on the basis of our legitimate interests (e.g. when using agents,

web hosts, etc.).

4.2 If we commission third parties with the processing of data on the basis of a so-called "order processing contract", this is done on the basis of Art. 28 DGPR.

## 5. Transfers to third countries

If we process data in a third country (i.e. outside the European Union (EU) or the European Economic Area (EEA)) or if this is done in the context of the use of third-party services or disclosure or transfer of data to third parties, this will only occur if it is done to fulfil our (pre)contractual obligations, on the basis of your consent, a legal obligation or on the basis of our legitimate interests. Subject to legal or contractual permissions, we process or allow the data to be processed in a third country only if the special requirements of Art. 44 ff. of the DGPR are met. DGPR. This means that the processing takes place, for example, on the basis of special guarantees, such as the officially recognised determination of a data protection level corresponding to the EU (e.g. for the USA by the "Privacy Shield") or compliance with officially recognised special contractual obligations (so-called "standard contractual clauses").

## 6. Rights of data subjects

6.1 You have the right to request confirmation as to whether the data in question will be processed and to obtain information about such data and further information and a copy of the data in accordance with Art. 15 DGPR.

6.2 Art. 16 DGPR gives you the right to request the completion of data concerning you or the rectification of incorrect data concerning you.

6.3 Pursuant to Art. 17 DGPR, you have the right to demand that the data concerning you be deleted immediately or, alternatively, to demand that the processing of the data be restricted in accordance with Art. 18 DGPR.

6.4 You have the right to demand to receive the data concerning you which you have provided to us (Art. 20 DGPR) and that the data be transferred to other responsible parties.

6.5 Pursuant to Art. 77 DGPR, you also have the right to file a complaint with the responsible authority:

Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen  
Postfach 20 04 44  
40102 Düsseldorf  
or  
Kavalleriestraße 2-4  
40213 Düsseldorf  
Email: [poststelle@ldi.nrw.de](mailto:poststelle@ldi.nrw.de)  
Public PGP-Key: [https://www.ldi.nrw.de/metanavi\\_Kontakt/key\\_ldi.asc](https://www.ldi.nrw.de/metanavi_Kontakt/key_ldi.asc)

## 7. Right of Revocation

You have the right to revoke consents granted with effect for the future (Art. 7 para. 3 DGPR).

## 8. Right of Objection

You may object at any time to the future processing of the data concerning you in accordance with Art. 21 DGPR. In particular, you may object to the processing of your data for the purposes of direct marketing.

## 9. Cookies and right to object to direct advertising

We use "session cookies" (small files that are stored on users' devices), which are only stored for the duration of the current visit to our online presence (e.g. to enable the storage of your login status or the shopping cart function and thus the use of our online offer at all). In the session cookie, a randomly generated unique identification number is stored, a so-called session ID. In addition, a cookie contains information about its origin and the storage period. Session cookies are deleted when you have finished using our online service and log out or close your browser, for example.

The Zoological Bulletin website does not use cookies for range measurement and marketing purposes.

If you do not want cookies to be stored on your computer, you will be asked to deactivate the corresponding option in the system settings of your browser. Stored cookies can be deleted in the system settings of the browser. The exclusion of cookies can lead to functional restrictions

of this online offer.

### **10. Deletion of Data**

10.1 The data processed by us shall be deleted or their processing restricted in accordance with Art. 17 and 18 DGPR. Unless expressly stated in this data protection declaration, the data stored by us will be deleted as soon as they are no longer required for their intended purpose and there are no legal obligations to retain them. If the data are not deleted because they are required for other and legally permissible purposes, their processing will be restricted. This means that the data will be blocked and not processed for other purposes. This applies, for example, to data that must be stored for commercial or tax reasons.

10.2 In accordance with statutory provisions, data shall be stored in particular for 6 years in accordance with Section 257 (1) HGB (German Commercial Code) (commercial books, inventories, opening balance sheets, annual financial statements, commercial letters, accounting records, etc.) and for 10 years in accordance with Section 147 (1) AO (German Tax Code) (books, records, management reports, accounting records, commercial and business letters, documents relevant for taxation, etc.).

### **11. Establishing Contact**

11.1 When establishing contact with us (via contact form or e-mail), the user's details are processed for processing the contact request and its processing in accordance with Art. 6 para. 1b) DGPR.

11.2 We delete the enquiries if they are no longer necessary. We check the necessity every two years. In the case of legal archiving obligations, the deletion takes place after their expiration (end of commercial law (6 years) and tax law (10 years) retention obligation).

### **12. Collection of Access Data and Log Files**

12.1. We collect on the basis of our legitimate interests within the meaning of Art. 6 para. 1f DGPR data on each access to the server on which the 1KITE web portal is located (so-called server log files). The access data includes the name of the accessed website, file, date and time of access, transferred data volume, notification of successful access, browser type and version, the user's operating system, referrer URL (the previously visited page), IP address and the requesting provider.

12.2 For security reasons (e.g. to investigate abuse or fraud), log file information is stored for a maximum of seven days and then deleted. Data, the further storage of which is necessary for evidence purposes, is excluded from deletion until the respective incident has been finally clarified.

### **13. Contact address to request deletion, correction, or accessing personal data and to revoke the agreement of personal data handling**

For all requests on deletion, correction, access and agreement on personal data collected in the 1KITE web portal please contact:

Zoological Research Museum Alexander Koenig  
Section for Biodiversity Informatics  
Adenauerallee 160  
53113 Bonn  
email: ZFMKdatacenter(at)leibniz-zfmk.de