

*This is a translation of the original German text and is intended for your information only.  
Under German law only the official German version of the "Datenschutzerklärung" is legally binding.*

## Data protection policy in accordance with Art. 13 GDPR and consent form

**Project/reason:** Web service for creating digital laboratory documentation:  
"eLab" at the University of Münster

### 1. Name and address of the responsible controller

The responsible controller as defined in the EU General Data Protection Regulation (GDPR) and other national data protection laws of the EU member states as well as other data protection-related provisions is:

University of Münster, represented by its Rector, Prof. Dr. Johannes Wessels,

Schlossplatz 2, 48149 Münster

tel.: + 49 251 83-0

email: [verwaltung@uni-muenster.de](mailto:verwaltung@uni-muenster.de)

If you have any questions about the service "eLab", please contact the responsible staff member:

Dr. Frank Berkemeier

Universitäts- und Landesbibliothek Münster

Krummer Timpen 3, 48143 Münster

Tel.: +49 251 83-25573

E-Mail: [frank.berkemeier@uni-muenster.de](mailto:frank.berkemeier@uni-muenster.de)

### 2. Contact data of the Data Protection Officer

You can contact the Data Protection Officer at:

Data Protection Office

Schlossplatz 2, 48149 Münster

tel.: + 49 251 83-22446

email: [datenschutz@uni-muenster.de](mailto:datenschutz@uni-muenster.de)

### 3. Data processing in connection with the publication of digital research data

#### a) Scope of data processing

The following personal data from you is processed in connection with the digital laboratory documentation:

- First name\*, Family name\*, Affiliation\*
- Publicly available personal IDs\* (if available), e.g. ORCID iD
- Email address, University ID (if available)
- Faculty membership of University of Münster (if available)
- User roles in the context of eLab
- Time and type of experiments carried out (depending on the set permissions)

#### b) Purpose of data processing

The personal data listed above is processed for the purpose of the digital laboratory documentation in frame of the service eLab.

In this context, the personal data listed above is used to:

- (i) ensure that all elementary laws are obeyed, that describe how to correctly and completely mention all authors/contributors of an experiment. (see “Guidelines for Safeguarding Good Research Practice“, DFG, August 2019),
- (ii) ensure control of the access rights regarding the individual datasets/experiments,
- (iii) ensure that experiments/datasets created can reliably be found.

#### c) Legal basis for processing personal data

Your consent serves as the legal basis for processing your personal data listed above by the University of Münster, as stipulated by Art. 6 Abs. 1 Satz 1 lit. e), Abs. 3 GDPR in connection with § 3 Abs. 1 HG NRW in connection with § 3 Abs. 1 DSG NRW.

#### d) Further recipients of your personal data

Your personal data listed above is forwarded to the following recipients within and outside the University of Münster:

*Recipients within the University of Münster:*

University and State Library of Münster  
Krummer Timpen 3, 48143 Münster

CIT  
Röntgenstraße 7-13, 48149 Münster

#### e) Duration of storage of personal data

The personal data listed above is stored for as long as necessary for carrying out of the digital laboratory documentation in frame of the service eLab, i.e. usually indefinitely.

## 4. Your rights as a data subject

You have, in case the requirements of the corresponding rules are met, the right to information about your personal data processed by the University of Münster (Art. 15 GDPR), the right to rectification (Art. 16 GDPR), erasure (Art. 17 GDPR), restriction (Art. 18 GDPR) and object of processing (Art. 21 GDPR).

You also have the right to lodge a complaint with the supervisory authority. The responsible supervisory authority is the Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen, Postfach 20 04 44, 40102 Düsseldorf, tel: +49 211 / 38424-0, email: [poststelle@ldi.nrw.de](mailto:poststelle@ldi.nrw.de).