

## **Information letter on the collection of personal data in accordance with Art. 13 GDPR**

In the following, the responsible body,

IPN - Leibniz Institute for Science and Mathematics Education  
represented by the Managing Scientific Director Prof. Dr. Olaf Köller and  
the Managing Administrative Director Mareike Bierlich  
Olshausenstr. 62, 24118 Kiel, Germany

informs about the processing of your personal data in the context of the **4<sup>th</sup> International Conference of the Leibniz Centre of Excellence for Museum Education** in detail and in accordance with Art. 13 GDPR.

For general information, please contact:

Heidrun Petersen  
Olshausenstr. 62  
24118 Kiel, Germany  
E-Mail: [veranstaltung@leibniz-ipn.de](mailto:veranstaltung@leibniz-ipn.de)

Contact details of the data protection officer:

Dr. Tim Höffler  
Olshausenstr. 62  
24118 Kiel, Germany  
E-Mail: [datenschutz@leibniz-ipn.de](mailto:datenschutz@leibniz-ipn.de)

Below you will find a summary of the purposes for which we process your personal data, how long we store it, who can view it or receive it from us and what rights you have in this regard.

### **Information on the collection of registration data**

#### **1. Purpose of the processing, Art. 13 para. 1c GDPR**

With your consent (Art. 6 para. 1a GDPR), we collect, store, process and use the data you provide in the registration form exclusively for the purpose of holding the 4<sup>th</sup> International Conference of the Leibniz Centre of Excellence for Museum Education. This also includes - if you provide this data voluntarily - health-related data on possible food intolerances and allergies.

#### **2. Categories of recipients to whom the data may be disclosed (Art. 13 (1e) GDPR)**

- We process your personal data internally at the IPN. The data is stored exclusively on secure IPN servers and are protected against unauthorized access.

- In addition, the following of your data will be transmitted to third parties:
    - Deutsches Museum München (Leibniz Centre of Excellence for Museum Education)
    - Gans und Gar - Catering Berlin (only anonymized data)
3. Data transfer to third countries / international organizations, Art. 13 para. 1f GDPR
    - Not applicable.
  4. Duration of storage, Art. 13 para. 2a GDPR
    - We adhere to the principles of data avoidance and data economy. We therefore only store your data for as long as is necessary to achieve the stated purposes (implementation of the 4<sup>th</sup> International Conference of the Leibniz Centre of Excellence for Museum Education) and in accordance with the statutory retention periods. After the respective purpose has ceased to exist or these periods have expired, the corresponding data will be routinely deleted in accordance with the statutory provisions. We do not store your data for other or follow-up events.
  5. Your rights as a data subject
    - You have the right to obtain information about the personal data stored about you (Art. 15 GDPR).
    - If incorrect personal data is processed, you have the right to rectification (Art. 16 GDPR).
    - You have the right to revoke your consent at any time and to request the deletion of the data stored about you without affecting the legality of the processing carried out on the basis of the consent until revocation (Art. 17 GDPR). Please send your revocation to [veranstaltung@leibniz-ipn.de](mailto:veranstaltung@leibniz-ipn.de). If you do not wish to receive further information about the Leibniz Centre of Excellence for Museum Education and its future events and activities, please send your revocation to [mail@leibniz-bim.de](mailto:mail@leibniz-bim.de).
    - If one of the legal requirements is met, you can request the restriction of processing (Art. 18 GDPR).
    - You have the right to data portability (Art. 20 GDPR).
    - If you make use of your above-mentioned rights, the IPN will check whether the legal requirements are met.
    - You also have the right to lodge a complaint with the Independent Center for Data Protection Schleswig-Holstein (ULD), Holstenstraße 98, 24103 Kiel, Germany

## **Information on the use of photos**

1. Purpose of the processing (Art. 13 para. 1c GDPR)
2. During the event, photos will be taken by event staff for public relations work and for documentation and accountability purposes. The pictures are intended to convey a general impression of the event; i.e. in addition to large group pictures – for which there is a right even without explicit consent (Art. 6 para. 1 f GDPR) – individual and small group pictures are also made (Art. 6 para. 1a GDPR). Possible publication channels are the websites and the social media channels of the IPN, Deutsches Museum München, Leibniz-Zentrum für Archäologie Mainz (LEIZA), and the website of the Leibniz Centre of Excellence for Museum Education. Furthermore, the photos may also be published in the conference reports.

### 3. Legal basis for data processing

- The use of individual and small group photos is based on the consent (Art. 6 para. 1a GDPR) of the person photographed.
- The photographed person declares his/her consent to the use of the photographic images of him/her free of charge for the purposes described above. Any use of the photographic recordings for purposes other than those described or any commercialization by making the recordings available to third parties is not permitted.
- This consent is voluntary. If it is not given, there are no disadvantages.

### 4. Categories of recipients to whom the data may be disclosed (Art. 13 para. 1e GDPR)

- All users of the above-mentioned websites and social media channels

### 5. Data transfer to third countries / international organizations (Art. 13 para. 1f GDPR)

- The data controller does not transfer the data to a third country. However, the data controllers cannot rule out the possibility that the transfer to a third country will be carried out by third parties, as the photographs are freely accessible via publication through the above-mentioned channels.

### 6. Duration of storage (Art. 13 para. 2a GDPR)

- The photographs will be stored indefinitely on IPN data carriers until the data subject objects; the pictures will be deleted from the relevant websites immediately after revocation. However, it cannot be ruled out that the pictures may be found on search engines, archive pages, etc

### 7. Your rights as a data subject

- You have the right to receive information about the photos stored about you (Art. 15 GDPR).
- If incorrect personal photos are processed, you have the right to rectification (Art. 16 GDPR).
- You have the right to withdraw your consent at any time and to request the deletion of your personal photo without affecting the lawfulness of processing based on consent before its withdrawal (Art. 17 GDPR). Please send your revocation to [veranstaltung@leibniz-ipn.de](mailto:veranstaltung@leibniz-ipn.de). If the deletion or anonymization of the photos is associated with a disproportionately high effort, this can be omitted under certain circumstances (§35 BDSG).
- If one of the legal requirements is met, you can request the restriction of processing (Art. 18 GDPR).
- You have the right to data portability (Art. 20 GDPR).
- You also have the right to lodge a complaint with the Independent Center for Data Protection Schleswig-Holstein (ULD), Holstenstraße 98, 24103 Kiel, Germany