

Legal Instructions – Data Protection

Individuals have to be protected against a violation of their personal rights caused by an inadequate usage of their person-related data. The processing of person-related information by institutions such as DSMZ has to be restricted as far as possible and must be conducted in a legitimate and transparent manner bound to a specified purpose. Additional information is available at:

- <https://www.dsmz.de/privacy-statement>
- <https://www.dsmz.de/dsmz/career/privacy-statements>
- <http://172.18.240.21/dsmzint/?Datenschutz> (in German)

In particular, access to person-related DSMZ data is prohibited unless explicitly authorized. Additionally, the unauthorized, unsupervised usage of services offered by external service providers is prohibited for employees and guests of DSMZ if these services process person-related data. Such actions are disallowed for reasons of data protections as well as for reasons of data security. The strict prohibition of unauthorized usage is not limited to but includes the following services:

- external file exchange systems such as Dropbox (instead use <https://nextcloud.dsmz.de>);
- external organizers like Doodle (it is recommended to use <http://terminplaner.dfn.de/>);
- forwarding of e-mails from your DSMZ account to external targets (use <https://webmail.dsmz.de> or a local e-mail client on a computer within DSMZ).

A violation of these provisions can trigger legal actions.

In case of questions please contact the DSMZ data protection officer, Dr. Markus Göker.

I have read and understood these remarks on legal terms related to data protection as well as the additional instructions on data protection found at the DSMZ website and within the DSMZ intranet.

Name

Date and Signature