

# MAX PLANCK INSTITUTE LUXEMBOURG

## Data Protection Policy

The **Comparative Procedural Law and Justice (CPLJ) Project** (henceforth known simply as the “Project”) of the Max Planck Institute Luxembourg is committed to protecting your personal information and complying with the EU General Data Protection Regulation (EU 2016/679). The Data Protection Policy below provides a summary of the rights available to data subjects under the General Data Protection Regulation (henceforth, GDPR) and how these rights apply in the context of the project listed above. The explanation includes: how data is collected, which data is collected, reasons for the data collection, provision of consent to use personal data, ability of the subject to withdraw this consent, methods for updating collected data, how data is stored, and how long data is stored.

### DATA PROTECTION RIGHTS

The GDPR provides the following rights for individuals:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

Provided below is a description of these rights in the context of individual involvement with the Project. To exercise any of these rights, contact us at [dpo@mpi.lu](mailto:dpo@mpi.lu)

#### 1. HOW DATA WILL BE COLLECTED

In the context of the Project, data collection occurs in the following way(s):

- Data will be collected via publicly available sources such as personal web pages and existing publications, as well as direct communication (email, phone, etc...) with participants.



## 2. WHICH DATA WILL BE COLLECTED

Article 4, Section 1 of the GDPR defines Personal Data as **any information which are related to an identified or identifiable natural person**. In the context of the Project, the following pieces of Personal Data may be collected:

- First Name
- Last Name
- Title and/or Role
- Email Address
- Postal Address
- Web pages or links
- Institution (Work) Name
- Institution (Work) Address
- Username(s) for communication tools used by the project (video-conferencing, chat, etc...)

## 3. HOW WE USE PERSONAL DATA

As part of the Project, we use the collected data described above in Section 2 in the following way(s):

- As project organizers, the Max Planck Institute Luxembourg for Procedural Law will use this data to provide user access to the CPLJ Collaborative Platform.
- Collected data will be visible to all participants within the collaborative platform.
- Publication of the work produced by the Project may result in public distribution of personal data for the purpose of attributing authorship.

Additionally, by agreeing to participate in the Project, participants agree that the data collected may be shared with below data processors who assist in making the project a success. External data processors involved with this project include:

- FNR (Fond National de la Recherche) of Luxembourg, a funding provider of the CPLJ Project.
- GWDG (Gesellschaft für wissenschaftliche Datenverarbeitung mbH Göttingen), the developers and hosting providers of the CPLJ Collaborative platform. As the hosting provider, GWDG will manage access to the Collaborative platform. GWDG uses a participant email address and general contact information to create an account for each participant in the Collaborative platform.
- The Publishing House(s) (as yet undetermined) responsible for publishing the final results of the project will be provided with participant details necessary to accurately attribute authorship and to prepare contractual documentation related to publication.



#### 4. STORAGE OF PERSONAL DATA

Your personal information is collected via the methods described above and stored in the following locations:

- Luxembourg on the premises of the Max Planck Institute Luxembourg
- Data provided to GWDG is stored entirely in on-premise solutions at GWDG in Göttingen, Germany
- As the Publishing partner(s) have not yet been selected, details regarding the storage of this data cannot be determined at this time. These details will be shared with participants prior to providing any personal data to the Publishing partner(s).

#### 5. UPDATING YOUR PERSONAL DATA

All data subjects have the right to update, rectify, and maintain accuracy of their personal data collected for the Project. The CPLJ Collaborative Platform and the Publisher(s) may provide the ability to access and update personal data at your convenience. If this functionality is not available or you are having difficulty, requests to update personal data can be emailed to [dpo@mpi.lu](mailto:dpo@mpi.lu)

#### 6. REQUESTING YOUR PERSONAL DATA

Any data subject can request to view the data held for the purposes of the Project at any time during the project. Requests should be sent via email to [dpo@mpi.lu](mailto:dpo@mpi.lu)

#### 7. RETAINING YOUR PERSONAL DATA

In the context of the Project, Max Planck Institute Luxembourg and the external data processors for the Project (listed above in Section 3) will retain the collected data for a minimum of 5 years and a maximum of 10 years beyond the scheduled end of the project (01 September 2024). At the end of this period, all personal data collected for the Project will be destroyed.

#### 8. PROVIDING AND WITHDRAWING YOUR CONSENT

As part of the Project, you agree to the collection, management, and storage of your personal data as outlined in this document. Only the personal data noted above will be collected and this data will be managed according to the processes here described. By continuing to participate in the Project, you are consenting that this personal data can be used as described.

As a data subject, you have the right to withdraw the consent to use your personal data at any time. To withdraw your consent and have MPI cease all processing activities involving your data, please contact us at [dpo@mpi.lu](mailto:dpo@mpi.lu)

