

## Max Planck Institute Luxembourg for Procedural Law – News & Events Mailings

### Privacy Policy

The Max Planck Institute Luxembourg for Procedural Law (hereafter referred to as “MPI”) has saved your personal data in its address database in order to inform you about news and upcoming events of the Institute. The Events Team of the MPI is committed to protecting your personal information and complying with the EU General Data Protection Regulation (EU 2016/679). This privacy policy explains how we do this using the software Newsletter2Go.

Your data will be transmitted to Newsletter2Go GmbH. Newsletter2Go is prohibited from selling and using your data for purposes other than sending the above stated information. Newsletter2Go is a German, certified provider, which was selected according to the requirements of the General Data Protection Regulation.

#### HOW & WHICH PERSONAL INFORMATION IS COLLECTED

To promote the events organized by the MPI and inform about news of the Institute, the personal information we collect includes:

- First names
- Surnames
- E-mails
- Title/Form of address
- Institution or Company

We obtain the personal information about the data subject from public websites or seminars, meetings, previous events or other personal interactions (e.g. exchange of business cards). Sometimes, we get these contact details directly from the data subject.

#### WHY & HOW WE USE YOUR PERSONAL INFORMATION

In order to promote events, we use your personal information in our online system in the following ways:

- To inform about an event;
- To inform about news of the MPI;
- To communicate important changes in relation with a specific event;
- To register participants;
- To share possible outputs of a specific event.

Your personal information is only disclosed to the employees of the Institute in charge of the organization of the events.

We do not transmit your personal information to third parties.

If you do not consent to the storage and use of this personal information, we will not be able to inform you about the events we organize.

## GIVING AND WITHDRAWING YOUR CONSENT

We will ask for your consent when it is required for us to process your personal information.

You have the right to withdraw that consent. Should you want to withdraw your consent and be removed from the “events database”, you can do it anytime by contacting us at [privacy@mpi.lu](mailto:privacy@mpi.lu) or unsubscribing from our mailing list.

## UPDATING YOUR PERSONAL INFORMATION

In order to keep your personal information as accurate as possible, you have the ability to contact us at any time to require the relevant changes ([privacy@mpi.lu](mailto:privacy@mpi.lu)).

## STORING YOUR PERSONAL INFORMATION

Your personal information is stored in Germany and in Luxembourg, processed in the EU and collected only in Luxembourg. The MPI Luxembourg can guarantee that appropriate safeguards and technical measures are in place to protect your personal data.

We will only keep records of your personal information for as long as you agree to receive the emails promoting the events organized by the MPI Luxembourg.

The ICT Team controls the use of the data gathered on the website.

## DATA PROTECTION

In accordance with the new regulation, people included in the “event database” have, in particular, the right:

- To be informed,
- To rectify,
- To unsubscribe,
- To ask for the data portability of the private data concerning her or him.

To exercise this right, contact us at [privacy@mpi.lu](mailto:privacy@mpi.lu).