

Privacy Policy according to Art. 13 GDPR for the use of “Forms“

In this privacy policy, we explain our use of the Microsoft „Forms“ tool to conduct online surveys.

Responsible:

The Volkswagen Foundation, Kastanienallee 35, 30519 Hannover, Germany, Phone: +49 511 8381-0, Fax: +49 511 8381-344, info@volkswagenstiftung.de is responsible for processing your personal data in connection with the use of „Forms“.

Description of data processing, purpose and types of data

We use the „Forms“ tool to conduct surveys. Depending on the type and scope of the use of „Forms“, various types of data are collected or processed. This includes in particular

- personal data (e.g. first and last name, e-mail address)
- survey metadata (e.g. date, time and duration of the survey, name of the survey, participant IP address)
- device/hardware data (MAC addresses, client version)
- survey data per se

In the following, we would like to inform you in more detail about the scope of data processing.

Required data and functions

Please note that “Forms“ is a tool that allows us to play out different surveys. These surveys can be personalized or non-personalized, depending on the purpose of the survey. We will inform you about the respective design within the scope of the survey. In this respect, this data protection information only serves to describe the data processing by “Forms” itself.

If you take part in an online survey as an internal or external participant, you will receive an access link or QR code from the creator. When conducting the online survey, you may have to provide your name or other personal data. In addition, the tool processes user data that is required for the provision of the service. This includes in particular technical data about your devices, your network and your internet connection, such as IP address, MAC address, device type, operating system type and version, client version, type of connection.

Legal basis for data processing

“Forms“ is suitable for processing both exclusively anonymous information or also personal data of all conceivable categories with lower or higher sensitivity. In principle, the legal basis for the survey is our legitimate interest pursuant to Art. 6 (1) sentence 1 lit. f GDPR, otherwise we will inform you separately in the respective survey form about the corresponding legal basis of the data processing.

Sharing your data

As a matter of principle, we do not transfer your data to third parties. Data will only be passed on if it is intended to be passed on, if you have expressly consented to the transfer beforehand or if we are obliged or entitled to do so by law.

When processing your data, Microsoft Corporation supports us as an external service provider and processor within the meaning of Art. 28 GDPR. As a processor, Microsoft Corporation processes your data strictly in accordance with instructions and on the basis of a separately concluded order processing agreement.

Deletion of your data

Your personal data will only be stored in the system until the survey has been evaluated and no further analysis of the responses is required.

Your right as a data subject

In accordance with Art. 15 GDPR, you have the right to obtain information from the controller about the personal data concerning you, as well as the right to have inaccurate data corrected in accordance with Art. 16 GDPR or to have it deleted if one of the reasons listed in Art. 17 GDPR applies, e.g. if the data is no longer needed for the purposes pursued. You also have the right to restriction of processing if one of the conditions set out in Art. 18 GDPR applies and, in cases covered by Art. 20 GDPR, the right to data portability. **In cases where we process your personal data on the legal basis of Art. 6 (1) sentence 1 lit. f GDPR, you also have the right to object at any time for reasons arising from your particular situation. We will then no longer process the personal data unless there are demonstrably compelling legitimate reasons for the processing which override your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.**

You also have the right to lodge a complaint with a supervisory authority if you believe that the processing of data relation to you violates data protection law. The right to lodge a complaint may in particular be asserted before a supervisory authority in the member state of the data subject's residence or the place of the alleged infringement.

Contact details of the data protection officer:

We are supported by our data protection officer in fulfilling our obligations under data protection law. The contact details of our data protection officer are:

datenschutz nord GmbH, Konsul-Smidt-Straße 88, 28217 Bremen, Germany

e-mail: office@datenschutz-nord.de, Phone: +49 421 69 66 32-0