Privacy Policy *Morph·D·Base* Web Portal

Status: May 24 2018

This data protection declaration clarifies the type, scope and purpose of the processing of personal data within the *Morph·D·Base* web portal (https://morphdbase.de). With regard to the terms used, such as "personal data" or their "processing", we refer you to the definitions in Art. 4 of the General Data Protection Regulation (DGPR).

Responsible:

> Zoological Research Museum Alexander Koenig
> Leibniz-Institute for Animal Biodiversity
> Foundation under public law
>
> Adenauerallee 160
> 53113 Bonn
> email: datenschutz@leibniz-zfmk.de

You have the right to request a copy of all personal data stored about you and to request the deletion or correction of these data. The request can be send to the Biodiversity Informatics section of ZFMK (address see below) or via email to ZFMKdatacenter@leibniz-zfmk.de. Details on your rights to access, correct and delete your personal data are described in paragraphs 6, 7, 8, and 9 of this document.

1 Collection and processing of personal data

The *Morph·D·Base* web portal serves as a data repository for morphological data in biological research. It provides researchers with online tools for managing their research data and for preparing, editing and cooperating on data publications. Therefore, the portal differentiates between registered users and portal visitors. Registered users are experts who can collect, edit and publish research data on biological specimens via the *Morph·D·Base* web portal. Visitors are non-registered users who can access only the published research data without any registration. Different privacy protection policies apply to the groups of non-registered users and registered users (see paragraphs 2 and 3). The collection and processing of the research data is handled according to the rules and policies for research data management of the German Research Foundation (DFG). Privacy protection on research data is explained in paragraph 4.

2 Collected personal data of non-registered users

The following personal data are collected from non-registered visitors of the *Morph·D·Base* web portal:

- IP-address, time stamp, browser-identification, requested pages within the *Morph·D·Base* web portal

These data are stored for 7 days to allow us to recognize and defend attacks on the *Morph·D·Base* web portal servers. The IP addresses become anonymized after a period of 7 days to make identification of users impossible. The anonymized IP-addresses, time stamps, browser identifications and requested pages are stored for 6 months for statistic purposes to document project activity for our funding organization German Research Foundation (DFG).

In addition, the following data will be stored on the visitor's device:

- So called session cookies with a unique identifier

Cookies are small data files that are created by the browser. The *Morph·D·Base* web portal can access these files to get information on the user's current visit on the page. In the *Morph·D·Base* web portal the cookies are used to control the user's access to the research data and for providing convenience functions. These session cookies are deleted when the user closes the web browser.

The setting of cookies can be prohibited by disallowing cookies via the browser preferences. Prohibiting cookies will disable the access to any of the published research data on the *Morph·D·Base* web portal.

3   Collected personal data of registered users

Researchers interested in the repository and its tools can request a registration for the *Morph·D·Base* web portal. The *Morph·D·Base*-team will register a requesting person as user when an adequate research interest is documented. A registered user will get the contact data of a *Morph·D·Base*-team member who will be available for questions on *Morph·D·Base* web portal usage.

To review the required research interest and to get in contact with users when necessary (e.g. for informing them on software changes, new features) the following personal data are collected by the *Morph·D·Base* web portal:

- Username, real name, and email address of the user

- Affiliation in a research institute, a scientific society, or references of other experts

Registered users can voluntarily provide the following additional personal data:

- Phone number for direct contact with the *Morph·D·Base*-team in case of any questions or required support

- Registered users can provide their website, academic title, and academic position

These data are only collected in agreement with the respective user. Users are informed about data collection and asked to accept this private policy when they request a registration at the *Morph·D·Base* web portal.

In addition to data collected for non-registered users the following data are collected when users are registered:

- Cookies with a unique identifier

Cookies are small data files that are created by the browser. The *Morph·D·Base* web portal can access these files to get information about the current visit of a user on the portal's pages. In the *Morph·D·Base* web portal these cookies are used for managing access of users to their resources (access to research data, drafts and data publications, account management). The cookies are stored when the user logs into her / his account and become deleted when the user closes the web browser.

The setting of cookies can be prohibited by disallowing cookies via the browser preferences. Prohibiting cookies will disable the usability of the *Morph·D·Base* web portal as registered user.

The *Morph·D·Base* web portal is a collaborative online tool that allows researchers to edit and publish research data and associated documents in a cooperative manner. Therefore, users can share their research data and documents with other registered users who will then gain access to these data and documents. Users can delete all research data as long as they are not published (see paragraph 4). The publication is conducted by the users themselves.

4   Collection of personal data in the research data

The goal of the *Morph·D·Base* web portal is to collect research data and information about morphology and occurrence of biological specimens. For quality assurance and re-usability of the research data it is important to have a complete documentation of data collection and applied research methods. Therefore, the research data stored and processed by the *Morph·D·Base* web portal contain personal data like specimen collector names, sampling sites and their coordinates, and morphological and biological methods applied by researchers. In short, the data contain:

- Names of the researchers who take part in investigations and the description of specimens and their characters

- Locality descriptions, coordinates and date of sampling locations, together with the names of collectors

- Scientific analyses and applied methods, time and place of analyses and names of persons who conducted the analyses

- Scientific assessments and evaluations on the provided research data

These data are made publicly available under the condition that the collaborating experts (registered users) have given their permission. The decision on the publication of the data and associated documents can be done in a case-by-case manner and is controlled by the collaborating experts themselves. Published data will be made citable by registration of a Digital Object Identifier (DOI, https://www.doi.org) for each publication. Thus, deleting or changing published data is only possible, when legal or scientific reasons require a correction or revoke of the published data (copyright infringement, serious scientific errors). Published data and documents can only be revoked after consultation and in agreement with the *Morph·D·Base*-team. A deletion of data copied and stored by other services on the internet (e.g. archiving services, scientific portals) cannot be carried out.

When an expert provides personal data of a person that is not registered in the *Morph·D·Base* web portal (e. g. a person that participated in specimen collection) the expert must have the person's permission to provide these data to the *Morph·D·Base* web portal. The expert must have informed the affected person about the usage of her / his personal data in the *Morph·D·Base* web portal as described in this privacy policy. Persons whose data have been added to the research data by registered users have the same rights on requesting, correcting and deleting their personal data as registered users.

According to the research data management policies[1,2] of the German Research Foundation (DFG) the collected research data with the contained personal data are stored for at least 10 years.

5   Sharing and disclosure of personal data to third parties

The collected research data will be published in order to fulfill the scientific goal of the *Morph·D·Base*-project and make the results available to researchers, scientific and administrative institutions and the interested public. The personal data of participating researchers can be anonymized on request before publication. The anonymization can be done after consultation of the *Morph·D·Base*-team. The request can be sent to the Biodiversity Informatics section of the Zoological Research Museum Koenig (ZFMK) (see adress below).

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1   http://www.dfg.de/download/pdf/dfg_im_profil/reden_stellungnahmen/download/empfehlung_wiss_praxis_1310.pdf
2   http://www.dfg.de/download/pdf/foerderung/programme/lis/ua_inf_empfehlungen_200901.pdf

6 Contact address to request deletion, correction, or accessing personal data and to revoke the agreement of personal data handling

For all requests on deletion, correction, access and agreement on personal data collected in the *Morph·D·Base* web portal please contact:

> Zoological Research Museum Alexander Koenig
> Section for Biodiversity Informatics
> Adenauerallee 160
> 53113 Bonn
> email: ZFMKdatacenter@leibniz-zfmk.de

7 Deletion or correction of personal data

Personal data will be deleted or corrected on request when they are not part of the research data uploaded by experts. Users can request the deletion or correction of their personal data by contacting a *Morph·D·Base*-team member or the Biodiversity Informatics section of ZFMK (see address above).

User authentication is required when requesting the deletion or correction of personal data. Deletion or correction of personal data contained in research data is only possible after negotiation and agreement of the *Morph·D·Base*-team, since the requirements and policies of the funding organization (DFG) must be taken into account.

8 Access to collected personal data

Collected personal data will be made available to the concerned person in machine-readable or human-readable form. Users can request information on their personal data and the data themselves by contacting the Biodiversity Informatics section of ZFMK (see address above). The request will be processed within a period of 4 weeks, if the requesting person can provide a valid authentication.

9 Revoke the agreement to collect personal data

Registered users can revoke their given agreement to the collection and handling of personal data by the *Morph·D·Base* web portal. The collected data will then be deleted within 4 weeks. The person who wants to revoke his / her agreement will be asked for an authentication. The revoke-request can be sent to the Biodiversity Informatics section of the ZFMK (adress see above).

10 Right of appeal at the regulating authority

In accordance to article 13 of the GDPR users have the right of appeal at the regulating authority. The address is:

Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen
Postfach 20 04 44
40102 Düsseldorf
or
Kavalleriestraße 2-4
40213 Düsseldorf
Email: poststelle@ldi.nrw.de
Public PGP-key: https://www.ldi.nrw.de/metanavi_Kontakt/key_ldi.asc

11   Contact data of the ZFMK data protection officer

The contact address of the data protection officer of the ZFMK is:

Thorsten Klug
Zoological Research Museum Alexander Koenig
Adenauerallee 160
53113 Bonn
email: datenschutz@leibniz-zfmk.de