

Data protection information

on registering as a reviewer via xFound

The Else Kröner-Fresenius-Stiftung (EKFS) and its wholly-owned subsidiary, ForTra GmbH, **jointly operate** an reviewer, application and funding portal (**Art. 26 GDPR**). The internal administration of this funding portal is handled by the EKFS. For you as an reviewer for a funding programme granted by the EKFS or ForTra, the EKFS assumes responsibility for fulfilling the rights of data subjects, in particular in accordance with Articles 12-21 GDPR, within the internal relationship of joint responsibility. However, in accordance with Article 26(3) GDPR, you are free to assert these rights against ForTra as a jointly responsible party.

EKFS and ForTra jointly ensure the smooth and secure electronic processing of personal data in the processing procedures of the reviewer, application and funding portal. The tasks are separated between the jointly responsible parties. Personal data is processed by the parties in accordance with the principles of least privilege (assignment of user rights to the minimum extent possible) and need-to-know (knowledge of data only when necessary). While each party is responsible for ensuring the lawful processing of data (legality of processing, transparency, purpose limitation, data minimisation, accuracy) for the funding programmes they offer, the EKFS bears IT responsibility for both parties for the operation of the portal and its user administration. In this respect, the EKFS is responsible for ensuring the operation of the data centre, guaranteeing the security (confidentiality, availability and integrity) of the portal, providing fail-safe protection for the portal, physical data storage, risk analysis, documentation and definition of possible technical and organisational measures, IT network security, virus protection and attack defence, data transmission security, regulation and security of third-party access to the portal, data backup, and ensuring the confidentiality, integrity and availability of the data processed in the portal. Within the framework of the allocation and administration of funding, the respective funding provider is responsible for ensuring the processing of content data (in particular the legality of processing, transparency, purpose limitation, data minimisation, accuracy, integrity, non-interlinking and intervenability), ensuring protective measures outside the portal (e.g. physical security on its own premises, locked cabinets, etc.), the deletion of data, obtaining the necessary consents and processing all data processed in the context of the allocation of funding.

Where EKFS is referred to below, this is solely for the sake of simplified linguistic presentation, so that all information also applies to the processing carried out under the joint responsibility of ForTra, whereby ForTra is specifically geared towards promoting innovative projects with high translation potential, for which the respective patient-relevant application potential is clearly defined and for which the first convincing research results are already available. Those responsible also provide information about the funding body for the respective funding programme in the funding guidelines and information.

Purpose of data processing and portal use

In order to decide on funding applications, the EKFS relies on external reviewers as advisors in the selection process for funding projects. Reviewers support us in making informed decisions about funding applications. They review submitted project applications scientifically: Is the research question important and novel? Are the hypotheses, study design, methods, statistics and timeline conclusive? They also assess whether the project is realistically feasible with the available resources and infrastructure and whether the applicant or working group is sufficiently qualified. Another point is the assessment of the funds requested: are the personnel, equipment and material costs appropriate for the project, or are they too high or too low? In projects involving patients, test subjects or animals, reviewers also ensure that ethical and regulatory requirements are taken into account (e.g. ethics votes, approvals). At the end, they summarise their assessment in a written report, often with points or a clear recommendation for approval or rejection, and compare the quality of different applications with each other. The usual scientific standards apply: independence, avoidance of conflicts of interest, confidentiality in handling documents, and careful, comprehensible reasoning. In some programmes, reviewers also participate in selection committees or panels, where the most important applications are discussed together and priorities are set. Through our portal, we provide our reviewers with the access they need to the information available on a funding application for the respective review assignment and, at the same time, enable them to exchange information with us, ask questions and submit reviews. This requires prior registration on our reviewer portal. As part of this registration, you must provide a valid email address, which is required to create a unique user account through which the EKFS can contact you regarding specific reviewer opinion assignments and exchange information and provide documents. The processing of reviewer opinion assignments is carried out entirely via the reviewer portal (xFound); this also applies to document management, financial management, project controlling, communication between EKFS and the reviewer, event management, and the management and administration of the user accounts provided, including in connection with changes of institution, changes in project management and/or extensions of the term. Under certain circumstances, personal data may also be processed in the context of asserting, defending and exercising legal claims. The aforementioned aspects of this paragraph constitute the **purposes** of the processing activities of the EKFS.

Legal basis for processing

The **legal basis** for the processing of your personal data in this regard is Article 6(1)(b) of the GDPR.

Information on data processed

During registration, personal contact details and access data for the user account are collected so that reviewer opinion requests can be clearly assigned and notifications delivered. When you accept an reviewer opinion assignment from us and log in to the portal, a direct connection is established between your browser and the provider's server when you call up the enquiry page. For IT security reasons, the provider logs so-called server log files, which your browser automatically transmits to us (this is information about the page visited on our domain, the date and time of the server request, browser type and browser version, operating system used, referrer URL, host name of the accessing computer and IP address). This data is not merged with other data sources.

The email address provided during registration is verified using a double opt-in procedure. For this purpose, a confirmation email is sent to the email address provided during registration. Only after confirmation of a link sent in this email will the email address provided be permanently stored and the user account created. If confirmation is not received within 4 days of completing the registration process, the email address will be deleted by EKFS and the registration process will have to be repeated.

After successfully completing the double opt-in process, the user account is active and it is possible to log in to the application portal using the specified email address and a password chosen by the user.

The portal collects additional personal and application-related data, which varies depending on the funding programme and can be found in the respective programme description. The EKFS collects and processes personal data only to the extent necessary for the application, review and processing and/or subsequent settlement of projects. In general, the following categories of data are processed when using the reviewer, application and funding portal:

- Contents of communication processes,
- Communication data
- Contact and address data,
- Contract data and support information, such as the name and contact details of the project manager and other project-specific information provided by you
- Payment data,
- Creditor master data,
- Project-related information/documents.

In addition, personal data that you voluntarily provide us may be collected and processed. Fields marked as voluntary or optional do not have to be filled in. The processing of this data is based on your revocable consent in accordance with Art. 6 (1) sentence 1 lit. a), Art. 7 GDPR or Art. 9 (2) lit. a) GDPR. The provision of personal data may in some cases be required by law (e.g. under tax law, anti-money laundering regulations). Furthermore, you may be obliged to provide us with the personal data necessary for the implementation of support programmes and the fulfilment of the associated contractual obligations. Without this data, we are generally unable to execute contracts with you and/or fulfil our legal obligations. In the interests of maximum transparency with regard to data protection, we will point out any obligations to provide information in individual cases separately before carrying out the specific data collection.

Location of data storage

The EKFS stores user account data, grant applications, all associated metadata and all documents exclusively in its own xFound database, which is hosted by Microsoft Corporation, One Microsoft Way, Redmond, WA 98052-6399, USA. The data is stored in German data centres. Details on data processing by Microsoft can be found in Microsoft's privacy policy at <https://www.microsoft.com/de-de/privacy/privacystatement>.

Recipient of Data

When you submit an reviewer opinion via the portal, the data and documents you provide may also **be passed on to third parties** during the selection process. These include

- Other reviewers
- Applicants
- Members of selection committees
- Members of the project selection committee
- Members of the foundation's governing bodies

In addition, selected data and information from your report, including personal data, may be published by us if this is necessary or useful for communicating and documenting our foundation activities and/or for the success of the funded project. We do not intend to transfer your personal data to countries outside the European Union or to an international organisation, but we do not rule this out if it is lawful. We will notify you separately in the event of such a transfer.

Disclosure of third-party data by registered users

If, as a registered user, you provide personal data of third parties in this context (e.g. information on other applicants, research group members, contact persons, etc.), this is only permitted if the persons concerned have given you their consent and you ensure that the persons named receive the data protection information about the processing operations carried out by us.