

---

---

**Martin  
Roth  
Initiative**

**Information on data  
protection and pro-  
cessing of your  
personal data in ac-  
cordance with the  
General Data Pro-  
tection Regulation  
(GDPR)**

We at the Institut für Auslandsbeziehungen (Institute for Foreign Relations, hereinafter referred to as the ifa) take data protection very seriously and strive to protect your data in the best possible way. The purpose of this document is, therefore, to inform you about how we process your personal data at the ifa when we receive an application for, or a query related to, the scholarship programme of the Martin Roth-Initiative. We will also inform you about your rights.

## **1. Controller responsible for data processing**

Your data will be processed in the name of the Martin Roth-Initiative<sup>1</sup>, Linienstraße 139/140, 10115 Berlin, Germany and on behalf of

**ifa (Institut für Auslandsbeziehungen)**

Charlottenplatz 17

70173 Stuttgart

Germany

[info@ifa.de](mailto:info@ifa.de)

Telephone: 0711/2225-0

Controller and Secretary General: Ronald Grätz

## **2. Data protection officer**

You can contact our data protection officer at the above postal address or by email at

[datenschutzbeauftragter@ifa.de](mailto:datenschutzbeauftragter@ifa.de).

## **3. Purposes of processing**

a) Artists and cultural workers: We process your personal data (e.g. name, address/contact details, origin/nationality, gender, age, artistic/cultural work, risk situation, other information) for the following purposes:

- for internal processing purposes (including storage on our systems) to review, select and/or process your query or your application
- to transmit information to the required extent to the Goethe-Institut (including institutes in other countries) and to the German Foreign Office, German embassies, security experts, possible host and partner organisations as well as referees, if this is necessary to review applications and/or to process funding.
- to forward eligible applications to an independent selection committee
- to respond to queries (by telephone/ in writing/ online)

---

<sup>1</sup> The Martin Roth Initiative is a joint project of the ifa (Institut für Auslandsbeziehungen), Charlottenplatz 17, 70173 Stuttgart, Germany and Goethe-Institut e.V., Oskar-von-Miller-Ring 18, 80333 Munich, Germany.

If eligible for support, your personal data (name, address, contact details) will be used for the following purposes with your consent:

- to send /communicate invitations (by telephone/ in writing/ online) to events (including outside the funding period)
- to send /communicate relevant information (by telephone/ in writing/ online), e.g. about the Martin Roth-Initiative (including outside the funding period)

b) Host organisation: We process your personal data (e.g. name, address/contact details) for the following purposes:

- for internal processing purposes (including storage on our systems) to review, select and/or process your query or your application
- to transmit information to the required extent to the Goethe-Institut (including foreign institutes) and to the German Foreign Office, German embassies, security experts, possible host and partner organizations as well as referees, if this is necessary to review applications and/or to process funding.
- to forward eligible applications to an independent selection committee
- to respond to queries (by telephone/ in writing/ online)

If eligible for support, your personal data (name, address, contact details) will be used for the following purposes with your consent:

- to send /communicate invitations (by telephone/ in writing/ online) to events (including outside the funding period)
- to send /communicate relevant information (by telephone/ in writing/ online), e.g. about the Martin Roth-Initiative (including outside the funding period)

c) For referees specified by applying artists or cultural workers: We process their personal data (e.g. name, address / contact details, occupation/job title) for the following purposes:

- for internal processing purposes (including storage on our systems) to review, select and/or process your query or your application
- to transmit information to the required extent to the Goethe-Institut (including foreign institutes) and to the German Foreign Office, German embassies, security experts, possible host and partner organizations as well as referees, if this is necessary to review applications and/or to process funding.
- to forward eligible applications to an independent selection committee
- to respond to queries (by telephone/ in writing/ online)

d) Other third parties such as designated emergency contacts and other project participants (e.g. name, address/contact details, occupation/job title):

- for internal processing purposes (including storage on our systems) to review, select and/or process a query or your application
- to transmit information to the required extent to the Goethe-Institut (including foreign institutes) and to the German Foreign Office, German embassies, security experts, possible host and partner organizations as well as referees, if this is necessary to review applications and/or to process funding.
- to forward eligible applications to an independent selection committee
- to respond to queries (by telephone/ in writing/ online)

If you provide us with personal data from third parties, you are obliged to inform them about the use of your data by referring to the privacy policy communicated to you. Please notify us if you are unable to do this (e.g. for security reasons).

#### **4. Legal basis for processing**

The legal basis for the processing of your data is

- consent, e.g. when submitting an application to receive invitations to events, to receive MRI-related communications and information and when submitting an application for the specified referees (in accordance with Article 6 (1) (a) GDPR),  
Please note that you have the right to withdraw your consent at any time, but only with effect for the future. The withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal. You can request an overview of the consents you have given from us at any time.
- performance of a contract to which the data subject or host organisation is party, or the implementation of pre-contractual measures in accordance with Article 6 (1) (b) GDPR),
- compliance with a legal obligation (in accordance with Article 6 (1) (c) GDPR),
- or protection of vital interests of the applicant (in accordance with Article 6 (1) (d) GDPR),
- or protection of legitimate interests of the ifa (in accordance with Article 6 (1) (f) GDPR), including credit agency queries, establishment, exercise or defence of legal claims in the case of legal disputes, ensuring IT security, preventing criminal offences, video surveillance to exercise property rights and to collect evidence in the event of criminal offences, building and system security measures (e.g. equipment access control).

#### **5. Transfer of data**

The personal data provided (any data contained in a query or project application) is processed internally within the ifa by a project team of the Martin Roth-Initiative and, if necessary, transmitted to the Goethe-Institut (including institutes abroad) the German Foreign

Office, German embassies, security experts, referees and potential host and partner organisations or companies and service providers affiliated with us (such as web hosting companies, IT service providers) for the abovementioned purposes. Furthermore, the Martin Roth-Initiative's project team securely transmits formally eligible applications along with a selection of the abovementioned data to an independent selection committee, which ultimately approves or rejects the funding applications.

Where necessary, we use Protonmail (email host), Signal (messenger service) and Wire (messenger service), which are three communication providers offering encrypted data transmission (for more information, please refer to [Signal FAQ](#), [Protonmail security details](#) and [Wire Privacy & Security](#)).

Any further disclosure of your personal data to third parties will only take place with your consent, unless there is a legal obligation to do so or to protect the rights, property and/or the security of the ifa.

We require that any external service providers who handle personal data must implement legal, technical as well as organisational measures to comply with data protection provisions.

## **6. Period of retention**

We will only store your personal data for as long as necessary to process your query or your scholarship application. The retention period is, therefore, typically 5 years, for data attributable to a contract up to 10 years. At the end of the retention period, the data will be erased, provided this does not conflict with statutory retention requirements.

## **7. Your rights as a data subject**

You have the right to obtain information about the personal data the ifa stores on you. You have the right to obtain rectification of inaccurate personal data the ifa stores on you upon request. The ifa will erase your personal data upon request, provided that this does not conflict with statutory retention requirements. You also have the right to obtain restriction of processing of your data. Furthermore, you have the right to object to the further processing of your data and the right to receive this data in electronic form.

If you wish to request information, rectification, erasure, restriction of processing, data transfer or withdrawal of your consent, please write to the above contact address or contact the data protection officer.

If you have any concerns about the lawfulness of processing of your personal data by the ifa, you have the right to lodge a complaint with a data protection supervisory authority of your

choice.

### **8. Your obligation to provide data**

We need your data to process your project application. You provide this data on a voluntary basis; without this data, we cannot process your query.

### **9. Automated decision making (including profiling)**

We do not use your data for automated decision-making or profiling purposes.

### **10. Right to object in individual cases (Article 21 GDPR)**

You have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you, which is based on Article 6 (1) (f) GDPR (data processing for the purposes of legitimate interests), including profiling based on those provisions within the meaning of Article 4 (4) GDPR. If you make use of this right to object, we will no longer process your personal data, unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims.