

Privacy Policy

The FYORD program is a jointly organized interdisciplinary and inter-institutional program of the Priority Research Area Kiel Marine Science at Kiel University and GEOMAR Helmholtz Centre for Ocean Research Kiel. Both institutions are committed to the promotion of young researchers and offer attractive opportunities for young scientists. FYORD aims at early career researchers working with and interested in marine research, from master's students to doctoral and postdoctoral researchers, to build a scientific community across institutions and status groups within and outside of Kiel.

To fulfill its mission, FYORD collects and processes data. Data and documents are stored in an electronic document management system after processing. FYORD has its own database, which is developed and hosted by the company Web Wikinger GmbH. The privacy policy of Web Wikinger GmbH can be found [here](#). The database is stored on servers at Kiel University. All data of registered users is accessible only by Web Wikinger GmbH, the administrator of Kiel University and by employees of the FYORD program. Other persons do not have access.

Personal data will only be shared if the specific purpose of processing requires it and the users concerned have consented to the processing when submitting their data.

The following legal basis and guidelines apply to the storage of data:

- Basic Data Protection Regulation
- Law on open data of the public administration bodies of the state of Schleswig-Holstein
- File regulations for the Schleswig-Holstein state administration
- Retention guideline of the Christian-Albrechts-Universität zu Kiel

Registration

Early career researchers in marine science can register online as users of the FYORD program. Registration is mandatory for the following services:

- Participation in FYORD courses
- Application for the internal funding programs of the FYORD program (e.g. travel support)
- Receiving information shared via the distribution lists fyord@lists.uni-kiel.de; masters-fyord@lists.uni-kiel.de, docs-fyord@lists.uni-kiel.de and postdocs-fyord@lists.uni-kiel.de.

Personal data is required to uniquely identify individuals. Information about doctoral thesis topics, employing institute, and faculty is required to enable participation in courses specific to research discipline.

Courses and events

FYORD clients must register for courses and specific events through FYORD's online portal. The personal data will be used to uniquely identify individuals, to determine whether the individual is

eligible to participate in subject-specific or status group-specific courses, and to check whether sanctions have been imposed for repeated unexcused non-attendance at courses, if applicable.

If necessary, a waiting list will be created and stored in the FYORD database.

If necessary for content reasons, the e-mail addresses of the participants will be passed on to the trainers. If there is no consent, the contact details cannot be passed on and the person concerned cannot participate in the course.

Financial support programs

FYORD offers internal financial support programs: Grants for travel expenses, for research stays and organization of research events.

Applications can only be submitted individually through info@fyord-program.de. The data collected is needed to determine whether applicants meet the conditions of the respective funding programs. Since FYORD funding is complementary, applicants must provide information on other funding sources.

In case of approval, the funds will be settled after the e.g. research stay took place. For this purpose, the account details are required in order to transfer the funding.

Newsletter

FYORD informs the registered users about events, funding information and matters relevant to their research, among other things, by circular email. The e-mail addresses required for this purpose are managed via a mailing list, which is stored on servers at Kiel University. These mailing lists are fyord@lists.uni-kiel.de, masters-fyord@lists.uni-kiel.de, docs-fyord@lists.uni-kiel.de and postdocs-fyord@lists.uni-kiel.de.

Registered users have the option to request the removal of their e-mail address from the mailing lists at any time without giving reasons. The request can be made in the form of an informal e-mail to the following address: info@fyord-program.de.

Statistical purposes

The data of registered users is evaluated for internal use for statistical purposes. These evaluations are anonymized and used for evaluations within the FYORD organization as well as the FYORD steering committee. If data is published, e.g. on the FYORD website, it will be anonymized or, if this is not the case, the consent of the persons concerned will be obtained in advance.

Revocation

Registered users have the right to revoke their consent at any time without giving reasons. This revocation only has an effect for the future, i.e. processing that took place before the revocation remains effective - for example, works that have already been printed, such as flyers or posters, will

continue to be used. Following any revocation, the user has the right to request the deletion of their data.

A revocation or a request for deletion can be made at the following e-mail address, mentioning the consent they want to have revoked or deleted: info@fyord-program.de.

In addition to the aforementioned right of revocation, users have the right to,

- receive information about their data stored by FYORD.
- have incorrect data (about users) corrected by FYORD.
- have data (about users) that is no longer required deleted by FYORD.
- restrict the processing of data under certain conditions. This may be the case, for example, if deletion is not possible, but the data may not be processed further.
- have the data transferred. This right applies in particular if users have given their consent to the processing of their data or if the processing of the data is necessary to fulfill a contract. The right to data portability does not exist if the users' data is processed within the scope of the University's statutory task fulfillment.
- complain to a supervisory authority. If a user believes that the processing of their data violates legal requirements, they can complain to the supervisory authority (Independent Centre for Data Protection Schleswig-Holstein, Holstenstraße 98, 24103 Kiel) or to the data protection officer of Kiel Christian-Albrecht University, Ms. Stella Thoben at sthoben@uv.uni-kiel.de.

In order to verify their identity, FYORD may have to request additional information from the user. For example, when exercising the right to information, FYORD can ensure that information is not released to unauthorized persons.

Deletion

Registered users have the right to request deletion of their data without giving reasons. A request can be made at the following e-mail address, stating the data to be deleted: info@fyord-program.de.

The deletion of the data will result in the data subject no longer being able to use services of the FYORD program.

FYORD is required by law to retain certain data for a certain period of time in order to document the lawfulness of its actions and the information obligations that it must fulfill towards certain institutions, such as the tax office or the state ministry responsible for the field of science. The following deadlines apply:

- Tax-relevant documents, including documents justifying payment, are kept for 10 years;
- Statistics are kept for 20 years.

In these cases, deletion of personal data before the expiry of the deadline is not possible.