

DATA PROTECTION DECLARATION

FOR THE USE OF QUEST SERVICES

Dear sir or madam,

Thank you for your interest in the activities of QUEST Center. For using our services, such as trainings, consultation services, and research promotion services, we need to process your personal information. This Privacy Policy serves to inform you about the type of the personal data we collect and use, the scope and purposes of our processing of your data, and your rights regarding your personal data. All data processing is carried out in compliance with the General Data Protection Regulation (GDPR) and the local data protection regulations applicable to Charité – Universitätsmedizin Berlin. Charité – Universitätsmedizin Berlin, as the data controller, has implemented various technical and organizational measures to ensure the most comprehensive protection of your personal data. Nevertheless, Internet-based data transmissions may be vulnerable, which means that absolute protection cannot be guaranteed. For this reason, every data subject is free to transmit their personal data to us by alternative means, e.g., by telephone. Please note: The data protection declaration is based on the terms used by the European legislator in the GDPR.

1. Purpose of data processing

QUEST Center for Responsible Research at the Berlin Institute of Health (BIH) is part of the translational research department of the Charité – Universitätsmedizin Berlin. BIH's mission and overarching goal is to increase the value of BIH research through efficient translation of its research results into society, in particular, to facilitate the use of research results by physicians and patients. To this end, BIH and Charité are establishing a translational ecosystem in which physicians work closely with scientists and stakeholders in the field of health research. To support this process and build up translational capabilities in those involved, translational catalysts are being established. These catalysts include BIH Academy, BIH Innovation and BIH QUEST Center.

It is QUEST Center's mission to increase the value of biomedical research at BIH and Charité towards intended organizational goals. This is to be achieved by maximizing the quality, reproducibility, generalizability and validity of BIH research. For this purpose, QUEST Center designs *Programmes and Measures* for research quality improvement, but also implements the latter at Charité and BIH. The main QUEST *Programmes* include a) Education and Training, b) Implementation of Electronic Laboratory Notebook, c) Open Data and Research Data Management, d) Patient and Stakeholder Engagement, e) Value of Open Science and f) Incentives and Indicators.

BIH QUEST Center's *Programmes* will be evaluated for effectiveness through the monitoring and evaluation system COMPASS, which will examine and answer the following core evaluation questions:

- To what extent are QUEST *Programmes* implemented as planned?
- To what extent do researchers at Charité and BIH share *Programme* related organisational goals?
- Under which circumstances do QUEST *Programmes* create the most valuable outcomes?
- What non-intended effects can be observed?

QUEST *Programmes and Measures* are part of a comprehensive strategic approach with which BIH and Charité aims to establish a translational ecosystem for physicians and natural scientists working closely together, engaging and involving patients and other stakeholders. For accountability purposes, this includes in-process monitoring and other empirical methods. In surveys and interviews, *Programme* participants will be asked about their motivation, assessment and experiences with regard to the services offered by QUEST Center. In addition, *Programme* managers, employees of Charité and BIH who are not *Programme* participants themselves, and other stakeholders of BIH QUEST Center will be asked for their assessment of the activities of QUEST Center.

The goal is to (i) adapt *Programmes* of BIH QUEST Center to the needs of scientists and research teams as well as to the requirements of academic research at Charité and BIH, and (ii) to ensure the strategic alignment of BIH QUEST Center with the institutional goals of Charité and BIH.

2. Persons and agents responsible

Committed to GDPR, other data protection laws applicable in the Member States of the European Union and other data protection and privacy regulations, the Charité – Universitätsmedizin Berlin is considered the responsible party. The executing agency is BIH QUEST Center for Responsible Research. For respective contact details, please see section 6 below.

3. Information on data processing

Users of the BIH QUEST Center's services have the opportunity to register for certain events, register for consultations, or apply for prizes and research funding by providing personal data on the website or by otherwise contacting responsible BIH QUEST Center staff.

The types of personal data collected by BIH QUEST Center include: Name | Email address | Institution/ Organization | Campus | Department/Clinic/Institute | Name of affiliated research group | Title | Level of qualification | Gender.

In the case of applications for QUEST research funding, personal data collected may include research funding applications, reports or publication lists you provide with your application.

Transmission of type and scope of personal data listed above also depend on the respective registration form of the particular QUEST services or offers you use. The personal data you provide will be maintained in the form of a program participant file and processed solely for the following purposes:

- (1) Organization and implementation of the respective QUEST service offering
- (2) Anonymized process monitoring regarding the use of QUEST services.
- (3) Contacting participants with invitations to interviews and surveys as part of the systematic evaluation of BIH QUEST Center Programmes described in Section 1.

Your personal data will only be stored internally at Charité on secure servers and will be processed exclusively by employees of the program evaluation team or administration team at QUEST Center. BIH QUEST Center will process and store your personal data only for the time necessary to achieve the purpose for which it was collected, unless otherwise required by applicable European, national or local law or regulation. If the storage purpose ceases to apply or if a storage period prescribed by the European legislator or another competent legislator expires, the personal data will be routinely blocked or deleted in accordance with the statutory provisions.

4. Requirement to provide data

If you decide not to provide personal data, such as your e-mail address, this may result in disadvantages for you. For example, you might not be able to receive or use services of BIH QUEST Center.

5. Legal basis for data processing

The legal basis for the processing of your personal data in accordance with points 1 and 2 of the purposes listed under section 3 is Art. 6 para. 1 lit e GDPR (DSGVO) i.c.w. §§ 4, 5 und 6 para. (1) sent. 4 und sent. 5 BerlHG (Berlin Higher Education Act).

The legal basis for processing your personal data for the purpose named under point 3 in section 3 is your consent (Art. 6 para. 1 lit. a GDPR). You may withdraw your consent at any time without providing a reason. This withdrawal will not apply retroactively. Once your data has been anonymized by the redaction of your contact data, we are unable to link your data to your person and, therefore, unable to identify and delete your data.

6. Information on revocation, Rights of the persons concerned and how to contact us

You have the right to withdraw your consent under the data protection law at any time with effect for the future. You may withdraw your consent by sending us an email: quest-programmevaluation@bih-charite.de. Withdrawal of consent does not affect the lawfulness of the processing carried out on the basis of the consent until the time the consent is withdrawn.

If and when your personal data is processed, you are a data subject within the meaning of the GDPR and you have the right to exercise data subject rights. You have the following rights regarding our processing of your personal data:

- Right to information (Art. 15 GDPR);
- Right to rectification (Art. 16 GDPR);
- Right to erasure ("right to be forgotten") (Art. 17 GDPR);
- Right to restriction of processing (Art. 18 GDPR);
- Right to data portability (Art. 20 GDPR) and
- Right to object to processing (21 GDPR): If we process your data on the legal basis of Art. 6 (1) e or legitimate interest Art. 6 (1) f GDPR, you have the right to object.

To exercise your aforementioned rights, please contact the organizational unit responsible for processing personal data, here Charité – Universitätsmedizin Berlin, Charitéplatz 1, 10117 Berlin; the executing unit in this case is BIH QUEST Center for Responsible Research, Berlin Institute of Health at Charité, Anna-Louisa-Karsch-Straße 2, 10178 Berlin. Contact: Dr. Christiane Wetzel, Project Manager QUEST Program Evaluation, email: quest-programmevaluation@bih-charite.de, phone +49 30 450 543 668

For questions regarding data processing and compliance with privacy protection requirements, you may also contact the data protection officer at Charité – Universitätsmedizin Berlin, Charitéplatz 1, 10117 Berlin via email datenschutzbeauftragte@charite.de.

If you suspect illegal data processing, you may file a complaint with the supervisory authority responsible for Charité – Universitätsmedizin Berlin. Please direct your informal complaint to Berlin Commissioner for Data Protection and Freedom of Information, Friedrichstraße 219, 10969 Berlin via email: mailbox@datenschutz-berlin.de or phone: +49 30 13889-0.

Berlin Institute of Health (BIH) at Charité BIH QUEST Center for Responsible Research Team QUEST-Programmevaluation quest-programmevaluation@bih-charite.de	Version: 2.1 Date: 2022-09-06	Written by: Dr. Christiane Wetzel	Page 2
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