*Form Completion Guidelines:* *Under Responsible Authority enter your company data, the internally responsible contact, Data Protection Coordinator, if your Data Protection Officer is not to be contacted directly), and your Data Protection Officer. At the end please add the contact details for your Data Protection Authority for the right to complain.* *And finally, describe the data you collect, (data type), the category, the group of persons from who you collect the data the purpose of processing and the length of time you retain the data before erasing them.*

*When you have added all the missing information, copy all the data protection notices and add these under 'Data Protection Notices' in the settings of your survey and activate the option.* *The participant can then click on the 'Data Protection Notice' bottom left in the survey and open this up to read it.*

**Data protection notice** **(Notice to the Public).**

**Responsible authority**

The Responsible Authority and the entity responsible for drafting the contents within the meaning of data protection law is the author (customer). easyfeedback solely provides the technical platform for collection and operation. Furthermore, easyfeedback is subject to the instructions of the author (customer) and may not further process, correct or erase the data. For queries on the further processing of the data, please contact the originator directly. If you contact easyfeedback directly, easyfeedback will forward your enquiry to the author (customer).

*Company*

*Street, House Number*

*Post Code City*

Website

**Data Protection Coordinator & Contact:**

*Forename & Surname, Position*

*e-mail*

**Data Protection Officer**

*Data Protection Company*

*Protection Street 1*

*99999 City*

*www.protection-company.com*

*E-mail: privacy@protection-compayn.com*

**SSL encryption**

The collection of the survey data is, as a standard feature, secured by means of the SSL encryption process SHA256 (SSL 3.0 fall-back deactivated) and is available to the author (customer) only via an identically secured connection.

**Voluntary participation**

Participation in the survey is voluntary. You are entitled at any time to exit from the survey by closing your browser window. The responses hitherto supplied are at the disposal of the author.

**Anonymous participation**

Participation in the survey is anonymous as a matter of principle. The survey system can make a connection between you and the results, only if this has been set by the author (customer). If you are asked for your personal details within the survey it is your decision whether or not to give them to make them available to the author (customer) with your answers.

**Encryption of the IP address**

In order to prevent one person participating on more than one occasion in the survey, the author is entitled to activate an IP block. In order to facilitate the IP block, your IP address is read and not saved until encrypted automatically in a hash, which cannot be decrypted, on the survey server. In this way your IP address can at no time be read by the author and easyfeedback. Once the survey is completed, the hash is deleted.

**Cookies**

Cookies are small text files, which are installed in your browser when you access the survey. These cookies allow the survey system to recognise whether you have already visited the survey and to allocate to you the responses you have already given (interruption and resumption of survey). The use of cookies can also prevent participation in the survey on more than one occasion. The cookie is automatically deleted at the end of 90 days, or if the survey is deleted before this date.

**Place of data storage**

In accordance with the data protection provisions in force your responses and data are stored in Germany in the Strato AG Data Processing Service Centre.

**Pursuant to the General Data Protection Regulation (GDPR) we notify your here in detail concerning your personal data, which we collect from you and store when you visit our website, contact us or use our services. You have the right to** **rectification or erasure of personal data, to restriction of processing or the right to object to such processing and the right to** **data portability.** **You have the following rights:**

*Article 15*

**Right of access by the data subject**

(1) The data subject shall have the right to obtain from the Controller confirmation as to whether or not personal data concerning him or her are being processed, and, where that is the case, access to the personal data and the following information:

a) the purposes of the processing;

b) the categories of personal data concerned;
c) the recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations;

d) where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;
e) the existence of the right to request from the Controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
f) the right to lodge a complaint with a supervisory authority;
g) where the personal data are not collected from the data subject, any available information as to their source;
h) the existence of automated decision-making, including profiling, referred to in Article 22(1) and (4) and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

(2) Where personal data are transferred to a third country or to an international organisation, the data subject shall have the right to be informed of the appropriate safeguards pursuant to Article 46 relating to the transfer.

(3) The Controller shall provide a copy of the personal data undergoing processing. For any further copies requested by the data subject, the Controller may charge a reasonable fee based on administrative costs. Where the data subject makes the request by electronic means, and unless otherwise requested by the data subject, the information shall be provided in a commonly used electronic form.

(4) The right to obtain a copy referred to in paragraph 1b shall not adversely affect the rights and freedoms of others.

*Article 16*

**Right to rectification**

The data subject shall have the right to obtain from the Controller without undue delay the rectification of inaccurate personal data concerning him or her. Taking into account the purposes of the processing, the data subject shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

*Article 17*

**Right to erasure (‘right to be forgotten’)**

(1) The data subject shall have the right to obtain from the Controller the erasure of personal data concerning him or her without undue delay and the Controller shall have the obligation to erase personal data without undue delay where one of the following grounds applies:

a) the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;

b) the data subject withdraws consent on which the processing is based according to point (a) of Article 6(1), or point (a) of Article 9(2), and where there is no other legal ground for the processing;

c) the data subject objects to the processing pursuant to Article 21(1) and there are no overriding legitimate grounds for the processing, or the data subject objects to the processing pursuant to Article 21(2);

d) the personal data have been unlawfully processed;

e) the personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the Controller is subject;

f) the personal data have been collected in relation to the offer of information society services referred to in Article 8(1).

(2) Where the Controller has made the personal data public and is obliged pursuant to paragraph 1 to erase the personal data, the Controller, taking account of available technology and the cost of implementation, shall take reasonable steps, including technical measures, to inform Controllers which are processing the personal data that the data subject has requested the erasure by such Controllers of any links to, or copy or replication of, those personal data.

(3) Paragraphs 1 and 2 shall not apply to the extent that processing is necessary:

a) for exercising the right of freedom of expression and information;

b) for compliance with a legal obligation which requires processing by Union or Member State law to which the Controller is subject or for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller;

c) for reasons of public interest in the area of public health in accordance with points (h) and (i) of Article 9(2) as well as Article 9(3);

d) for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) in so far as the right referred to in paragraph 1 is likely to render impossible or seriously impair the achievement of the objectives of that processing; or

e) for the establishment, exercise or defence of legal claims.

*Article 18*

**Right to restriction of processing**

(1) The data subject shall have the right to obtain from the Controller restriction of processing where one of the following applies:

a) the accuracy of the personal data is contested by the data subject, for a period enabling the Controller to verify the accuracy of the personal data;

b) the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead;

c) the Controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims;

d) the data subject has objected to processing pursuant to Article 21(1) pending the verification whether the legitimate grounds of the Controller override those of the data subject.

(2) Where processing has been restricted under paragraph 1, such personal data shall, with the exception of storage, only be processed with the data subject’s consent or for the establishment, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest of the Union or of a Member State.

(3) A data subject who has obtained restriction of processing pursuant to paragraph 1 shall be informed by the Controller before the restriction of processing is lifted.

*Article 19*

**Notification obligation regarding rectification or erasure of personal data or restriction of processing**

The Controller shall communicate any rectification or erasure of personal data or restriction of processing carried out in accordance with Article 16, Article 17(1) and Article 18 to each recipient to whom the personal data have been disclosed, unless this proves impossible or involves disproportionate effort. The Controller shall inform the data subject about those recipients if the data subject requests it.

*Article 20*

**Right to data portability**

(1) The data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to a Controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another Controller without hindrance from the Controller to which the personal data have been provided, where:

a) the processing is based on consent pursuant to point (a) of Article 6(1) or point (a) of Article 9(2) or on a contract pursuant to point (b) of Article 6(1); and

b) the processing is carried out by automated means.

(2) In exercising his or her right to data portability pursuant to paragraph 1, the data subject shall have the right to have the personal data transmitted directly from one Controller to another, where technically feasible.

(3) The exercise of the right referred to in paragraph 1 of this Article shall be without prejudice to Article 17. That right shall not apply to processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller.

(4) The right referred to in paragraph 2 shall not adversely affect the rights and freedoms of others.

*Article 21*

**Right to register an objection**

(1) The data subject shall have the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her which is based on point (e) or (f) of Article 6(1), including profiling based on those provisions. The Controller shall no longer process the personal data unless the Controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims.

(2) Where personal data are processed for direct marketing purposes, the data subject shall have the right to object at any time to processing of personal data concerning him or her for such marketing, which includes profiling to the extent that it is related to such direct marketing.

(3) Where the data subject objects to processing for direct marketing purposes, the personal data shall no longer be processed for such purposes.

(4) At the latest at the time of the first communication with the data subject, the right referred to in paragraphs 1 and 2 shall be explicitly brought to the attention of the data subject and shall be presented clearly and separately from any other information.

(5) In the context of the use of information society services, and notwithstanding Directive 2002/58/EC, the data subject may exercise his or her right to object by automated means using technical specifications.

(6) Where personal data are processed for scientific or historical research purposes or statistical purposes pursuant to Article 89(1), the data subject, on grounds relating to his or her particular situation, shall have the right to object to processing of personal data concerning him or her, unless the processing is necessary for the performance of a task carried out for reasons of public interest.

**Right to lodge a complaint with a supervisory authority**

You have the right to lodge a complaint with the competent data protection authority at any time. If you wish to make use of your right to object, you may do so with the following authority:

*Please enter the contact data for your Supervisory Authority.*

**When you participate in the online survey, we save and process the following data about you:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of data** | Category | **Group of persons** | **Processing purpose** | **Erasure** |
| *e-mail address* | *Communication data* | *Customers, employees, suppliers, commercial and private persons, all those, who participate in the online survey* | *Contact Details* | *XX days / months / years* |
| *Address* | *Personal data* | *Personal address* | *XX days / months / years* |
| *Forename* | *Personal data* | *Personal address* | *XX days / months / years* |
| *Surname* | *Personal data* | *Personal address* | *XX days / months / years* |
| *Reference text* | *Personal data* | *Personalisation* | *XX days / months / years* |
| *Parameters & variables* | *Identifier data* | *Personalisation* | *XX days / months / years* |
| *Personal ID* | *Identifier data* | *Personalisation* | *XX days / months / years* |
| *Start date* | *Statistical data* | *Statistical analysis* | *XX days / months / years* |
| *End date* | *Statistical data* | *Statistical analysis* | *XX days / months / years* |
| *Participation period* | *Statistical data* | *Statistical analysis* | *XX days / months / years* |
| *Number of questions answered* | *Statistical data* | *Statistical analysis* | *XX days / months / years* |
| *Language* | *Statistical data* | *Statistical analysis* | *XX days / months / years* |
| *Terminal* | *Statistical data* | *Statistical analysis* | *XX days / months / years* |
| *Visitor source* | *Statistical data* | *Statistical analysis* | *XX days / months / years* |
| *Answers* | *Personal details* | *Result analysis* | *XX days / months / years* |