

THE ILL'S PERSONAL DATA PROTECTION POLICY

We at the ILL are committed to the protection of your personal data. The purpose of the present Personal Data Protection Policy (the "Policy") is to inform you about how the ILL collects and processes your personal data in compliance with applicable laws and regulations and, in particular, within the framework of the European Union's General Data Protection Regulation (GDPR) n° 2016/679 of 27 April 2016, which came into force on 25 May 2018, and of the French law n° 2018-493 of 20 June 2018 on personal data protection.

The ILL reserves the right to modify it at any time, in particular in order to comply with any changes to legislative or regulatory requirements or to ILL practices and procedures, as well as to satisfy requests from our supervisory bodies. Any amendments to the Policy will be published on this page.

Revisions table			
Publication date	Version number	Modification(s) content	Modification(s) type
8 January 2019	1.0	-	1st release
15 January 2019	1.1	Appendix §2 Rewording retention, anonymization, deletion of scientific users' data	Marginal

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1. Policy scope and exclusions

This Policy applies to all processing of personal data carried out by the ILL as data controller.

This Policy does not cover personal data that has been irreversibly anonymized, i.e. where the individuals concerned are no longer identifiable. Should anonymous data become identifiable, this Policy shall apply.

2. “Personal data”

According to the Article 4 of the General Data Protection Regulation of the European Union(GDPR 2016/679), the term “personal data” means “any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

3. Data collected by the ILL

The type of personal data the ILL is likely to collect and process covers:

In general:

- the data which you provide: by filling in forms, uploading content online, subscribing to online services, sending us correspondence or responding to surveys and/or polls.

More particularly:

- “network traffic data”, such as IP addresses, device and system identifiers, ILL user IDs and passwords and all login information; this is done for the purpose of securing and managing our IT systems
- identification, civil status and contact data, such as surname, first name, postal address, email address, telephone number, photo, age, gender, date and place of birth, nationality, etc.
- employment data, such as CV and cover letter, position, job title, date and conditions of employment, and diplomas
- personal data, such as marital status, dependent children, partner’s contact details, next of kin and emergency contact information
- economic and financial data, such as bank details, credit card data, salary, financial situation and tax status.

Technically speaking, cookies are small text files which are stored on your computer (or smartphone, tablet, etc.) whenever you visit web pages. The ILL web pages may also set cookies (and retrieve the cookies they have set) strictly for the purpose of ensuring that the services available on our web pages work properly. The default settings of web browsers are usually set to accept cookies. Although you can easily change these settings so that your browser blocks or deletes cookies, you should note that if you disable cookies, this may mean that certain web pages and/or their content do not work properly. As a result, you may not be able to access parts of these pages or use their full functionality. Most web browsers offer the option of deleting cookies from your computer manually, which you can do safely at the end of each visit without affecting the services available.

4. How we use and why we process personal data

The ILL collects personal data for the following purposes:

- to respond to your requests for information: if you contact the ILL, we may retain the content of your correspondence, including your personal data, while preparing a personalised answer

- to manage the ILL's relations with you: this includes, in particular, communications with you by telephone, email, post, via newsletters, etc.
- to handle your requests for access to our scientific instruments
- to organise your participation in events organised by the ILL, its Associates or its Scientific Members ¹
- to conduct surveys and polls and to compile statistics
- for communication purposes
- to process your applications for ILL job vacancies
- to facilitate the proper management of contracts to which the ILL is a Party
- to meet the legal obligations to which the ILL is subject, such as accounting and tax obligations
- to improve the running of the ILL and guarantee IT security and ILL policies
- to process orders for goods and services: this data is collected to allow delivery of your order and receipt of payment, and to inform you about the status of your order
- to allow you to exercise your rights
- for any other purpose disclosed to the persons concerned.

5. Recipients/sharing of personal data

In view of its confidential nature, access to all personal data is on a strict need-to-know basis and is limited to those ILL services requiring access in order to carry out their duties. Anyone who has access to your personal data is under a confidentiality obligation and may be liable to sanctions if he/she does not comply with these obligations.

The ILL may be required to transfer all or part of your personal data to its Associates and/or Scientific Members, under the conditions of this Policy and for the purposes provided for in the Article 4 (such as conducting surveys and polls, or compiling statistics), with all relevant security and confidentiality measures.

The ILL may disclose your personal data to its contractual partners (potential service providers and/or scientific partners), but only to the extent necessary for them to perform the tasks entrusted to them.

However, in certain specific cases (collaboration contracts for PhD theses, visa applications and, where applicable, the forwarding of dosimetry results to your employer's occupational health service), due to the ILL's international dimension, personal data may be transferred to countries outside the European Union whose personal data protection legislation differs from that of the European Union.

6. Data storage/retention/security

The ILL is committed to retaining the personal data it processes in a secure manner and only for as long as necessary to fulfil the purposes for which it is being processed. To this end, the ILL takes the appropriate

¹ <https://www.ill.eu/about-ill/what-is-the-ill/an-international-partnership/>

physical, technical and organisational measures to avoid and prevent, as far as possible, any alteration or loss of or unauthorised access to your data.

If you have reason to believe that the security of your personal data has been compromised or that the data has been misused, please contact the ILL using the instructions and address given at the end of this Policy.

The ILL will investigate any complaints concerning the use and disclosure of personal data and will find a solution in compliance with the regulations in force.

7. Consent

By filling in forms, uploading content online (including documents, photos and/or videos), subscribing to online services and sending correspondence to the ILL, you consent to the collection and use of the data you provide by the ILL for the purposes described above.

If you provide us with data about a third party, you confirm that you have obtained prior consent from this third party to the processing of its personal data and that you have informed it in advance of your action and of the purposes for which its personal data will be processed by the ILL.

You may withdraw your consent to the processing of your personal data at any time, with future effect, in which case the ILL will erase the data. To withdraw consent, you must contact the ILL using the instructions and address given at the end of this Policy, specifying for which personal data and/or processing operation(s) you wish to withdraw your consent.

Please note, however, that the withdrawal of your consent could lead to a dead-end scenario if the processing of the data in question is necessary for you to carry on with your work and/or for the purposes specified above; it could even be refused by the ILL as preventing the fulfilment of legal obligations.

8. Exercising your rights, accessing your data and requesting information

In accordance with Articles 15 et seq. of the GDPR, you have the right to request access to and rectification, portability and erasure of your personal data, as well as to object to and/or restrict the processing of data about you.

If you wish to exercise these rights, or if you require any information, please send us your request, together with an identity document, to the following email address:

gdpr@ill.fr

The ILL will deal with your request as quickly as possible.

APPENDIX

CASE-BASED DESCRIPTION OF THE ILL'S PERSONAL DATA PROTECTION POLICY

We would ask you to read this Appendix in full because you may be concerned by more than one of the cases described below.

Please note that this document is updated on a regular basis to reflect changes to data processing at the ILL.

Case 1. You require access to the ILL site and, in particular, to our building with controlled or restricted access

As an INB, or basic nuclear facility, the ILL is subject to strict safety and security rules imposed by the French State. Responsible officers are designated to ensure implementation of these rules within the ILL.

Compliance with these rules requires us to collect and process certain items of personal data: *surname, first name, date, place and country of birth, nationality, gender, passport photo (if a personal site access badge is needed) and ILL-specific personal identifier*, so that you can enter our site and, if necessary, work in our building with controlled or restricted access. Please note, however, that by law an administrative inquiry must also be conducted before you can be authorised to access this building with controlled or restricted access.

As a result, the recipients of your data are both:

- external: French State security services responsible for carrying out the administrative inquiry
- internal: ILL reception and site security staff.

Once the data has been used and processed, it will be deleted no later than 5 years after your last visit to the ILL.

Case 2. You are an ILL user involved in our experimental programme

In order to manage our experimental programme, we must collect certain items of your personal data. You will be asked to provide this data when you register online with our "User Club": *surname, first name, date of birth, email address, name and address of employer, type of contract, publication name and/or ORCID identifier(s) / ResearcherID used for scientific publications, bank details*.

This data is needed to submit your scientific experiment proposal. It will enable us to have your proposal examined by the relevant internal bodies ('Instrument Responsibles', safety engineers, staff of the Scientific Coordination Office) and by the Scientific Subcommittees. It will also allow us send you our answer and, if your proposal is accepted, to invite you to the ILL and give you access to our instruments so that you can carry out your scheduled experiment(s).

This data will also be used to manage your requests for accommodation on site and to reimburse your travel and meal expenses.

In addition, it will allow us to compile the statistics required by our Associates and Scientific Members (among which countries negotiating their possible membership with the ILL).

If none of the scientific proposals you submit results in an experiment at the ILL, your data will be anonymized or deleted after 3 years (provided you do not submit any new proposals during this time), with the exception of the name and address of your employer, which will be kept for statistical purposes.

If one of your proposals leads to an experiment, your data will be anonymized or deleted after 3 years (unless you submit a new proposal during this time), with the exception of your *surname and first name, the name and address of your employer, and your publication name and/or the ORCID identifier(s) / ResearcherID used for the related scientific publications*, which will be kept for life for the scientific archives (known as “permanent archives”).