



Mercator Research Institute on  
Global Commons and Climate Change  
(MCC) gemeinnützige GmbH

# MCC

# Data Protection

# Policy



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# 1. Introduction

Regardless of whether you are a customer, prospective customer, applicant or visitor to our website: We, Mercator Research Institute on Global Commons and Climate Change (MCC) gGmbH (hereinafter: "MCC", "we") take the protection of your personal data very important. But, what does this mean in concrete terms?

Below we provide you with an insight into what personal data we collect from you and in what form we process it. Furthermore, you will receive an overview of the rights you are entitled to according to the applicable data protection law. In addition, should you have any questions, we will provide you with a contact person.

## 1.1 Who are We?

The MCC is a scientific think tank and researches and advises on the challenges of climate change and the sustainable use of global common goods such as the atmosphere. Our institute in Berlin was founded in 2012 by the Mercator Foundation and the Potsdam Institute for Climate Impact Research (PIK) and employs around 50 staff. Our seven working groups are dedicated to economic growth and development, cities and infrastructure, resources and international trade, governance and scientific assessments. In addition, we investigate how climate policy can be financed by a reform of national budgets. We carefully align our research with existing needs, are independent in our choice of topics, and provide expertise without being constrained by stakeholders or predetermined outcomes.

Within the meaning of the applicable data protection laws, as Controller,

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10829 Berlin  
Email: [contact@dcc-berlin.net](mailto:contact@dcc-berlin.net)  
Telefon: +49 (0) 30 3385537 0  
Fax: +49 (0) 30 3385537 102

we take all measures required by applicable data protection laws to ensure the protection of your personal data.

If you have any questions regarding this data protection statement, please contact our Data Protection Officer (DPO).

Data protection officer:  
2B Advice GmbH  
Contact person: Dr. Laurent Dechâtre  
Joseph-Schumpeter-Allee 25  
53227 Bonn, Germany  
Email: [mcc@2b-advice.com](mailto:mcc@2b-advice.com)  
Telephone: +49 (0) 228 926165 120

## 2. Scope of the Data Protection Declaration

With the processing of personal data the legislator means activities such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of personal data.

Personal data is all the information that relates to an identified or identifiable natural person.

This data protection statement concerns the personal data of customers, interested parties, applicants or visitors.

This data protection declaration applies to our website [www.mcc-berlin.net](http://www.mcc-berlin.net), as well as the domains [www.mcc-berlin.de](http://www.mcc-berlin.de) and [www.mcc-berlin.org](http://www.mcc-berlin.org) referring to it.

## 3. Which Personal Data do We Process?

When you contact us e.g. as an interested party or customer, we collect your personal data. This may happen, for example, if you are interested in our products, register for our online services, contact us via our communication channels or if you use our products or services in the context of existing business relationships.

We process the following types of personal data:

- personal identifiable information
  - e.g. first and last name, address data, email address, telephone number, fax number
- Company-related data
  - e.g. company name, department, activity
- Data on your behaviour online
  - e.g. IP addresses, user names, data on your visits to our website, actions carried out on our websites, place of access
- Information about your interests and wishes, which you communicate to us
  - e.g. via our contact form or other communication channels
- Information about your professional career
  - e.g. vocational training, previous employers, other qualifications

and other information comparable to these categories of data.

### 3.1 Sensitive Data

Sensitive data and special categories of personal data such as information on religious or trade union membership, are not collected in this way.

## 3.2 Personal Data of Minors

Personal data of children or minors are collected only if they create a customer account with us, register in the career portal, use our communication channels or use the app.

## 3.3 Use of Cookies

### 3.3.1 What are Cookies?

Cookies are files that are placed on your computer by our website or customer portals when you visit the site. These files store information that makes your use of this site more efficient.

Content from third parties is incorporated into some pages of this website, such as videos from YouTube. This always requires the providers of such content (herein after referred to as “third-party providers”) to register the IP address of the user, as without the IP address they cannot send the content to the browser of the user in question. Thus, the IP address is required for this content to be displayed. We make every effort to use only content from suppliers who use the IP address solely for the purposes of delivering the content. Nonetheless, we have no means of preventing third party suppliers from storing the IP address, for example for statistical purposes. Where we are aware of this happening, we inform users accordingly.

If you are signed in to your own account with one of these third-party suppliers, it is possible that the supplier will assign information about your usage to your respective personal user accounts of these platforms. You can prevent this from happening by signing out of your user account before using the plugins. For details of the purpose and scope of the data acquisition and the further processing and use of data by YouTube and for your rights in this regard and the settings you can make to protect your privacy, please refer to the data use policies of [YouTube](#).

In addition, our website uses the web-analysis service [Matomo](#) (previously Piwik). This is a so-called web analysis service. Matomo uses so-called “cookies”, which are stored on your computer and enable us to analyse user traffic on the website. The user information produced by the cookie (including your abbreviated IP address) is transmitted to our server and stored for user-analysis purposes. This helps us to optimize our web site. Your IP address is automatically anonymised in this process, so that you remain anonymous to us as a user. The information produced by the cookie about your use of this website will not be shared with any third parties. You are able to prevent the use of cookies by selecting the appropriate settings on your browser. However, please note, that if you do this, you may not be able to use the full functionality of this website.

If you do not agree with the storage and analysis of the data from your visit to our website, you may decline with a mouse click at any time. In this case, a so-called opt-out cookie is stored in your browser that prevents Matomo from collecting any data during your session. Please note: By deleting your cookies, you also delete the opt-out cookie, which will then have to be reactivated.

By using this website, you agree to have the data that has been collected about you to be processed by Matomo in the manner and for the purposes described above.

On our website you can decide whether a unique web analysis cookie may be stored in your browser in order to enable the operator of the website to collect and analyse various statistical data. If you choose not to do so, please follow [this link](#) and uncheck to place the Matomo deactivation cookie in your browser.

## 4. What do We Process your Personal Data for – And on What Legal Basis

### 4.1 Performance Of the Contract

We process your data in order to fulfil our contracts. This also applies to information that you provide to us in the context of pre-contractual correspondence. The specific purposes of the data processing depend on the respective cooperative relationship.

#### 4.1.1 Performance of the Contractual Relationship

For the execution of the contractual relationship we need your name, your address, your telephone number or your email address so that we can contact you.

#### 4.1.2 Offer of Services

We also need your personal data to be able to check whether online services and event invitations we can and may offer you.

Details on the respective purposes of data processing can be found in the contractual documents.

#### 4.1.3 Carrying out the Application Process

We process your data that you have sent us as part of your application to check whether your professional qualifications are suitable for the advertised position. We only use your information for the application process and transfer it to your personnel file when a contract is concluded. If no agreement is reached, your information will be deleted or destroyed. We will not use your application information for any other purpose than to conduct the application process.

## 4.2 Balancing Interests: We Improve our Services

### 4.2.1 Network and Customer Relations

As part of our efforts to continually improve our relationship with you, your personal information is automatically stored in our CRM database. You will be informed by email about the data storage and asked to process your settings (opt-out mailing). You have the right to view, adapt and revoke your declaration of consent to data storage at any time.

### 4.2.2 Newsletter

You have the opportunity to register for our newsletter via our website. In order to send it we simply store your email address and the preferred language of the newsletter. Only after successful completion of a double opt-in process will you receive our newsletter. You have the right to view your declaration of consent or to unsubscribe from the newsletter at any time. You can also contact us at [mcc-presse@mcc-berlin.net](mailto:mcc-presse@mcc-berlin.net). Corresponding links are implemented in every cover letter to our newsletter. If you unsubscribe from our newsletter, we will immediately delete your contact details from our newsletter distribution list.

The effectiveness of an electronic consent, as it is used for the registration for the newsletter, is subject to certain requirements by law. This also includes recording your declaration of consent, i.e. the date and time and the IP address when clicking on the confirmation link and on the link in the confirmation email. We collect this information exclusively to comply with legal obligations.

We use MailChimp, with whom we have signed an order processing agreement, as our newsletter delivery platform. By giving us your consent to receive newsletters, you confirm that the email address and language of the requested newsletter may be shared with MailChimp for processing in accordance with their [privacy policy](#) and [terms](#).

### 4.2.3 Measures to Serve your Protection

Among others, we use your personal data in the following cases:

- We analyse your data **to protect you or your company from fraudulent activities**, This may happen, for example, if you have been the victim of identity theft or if unauthorized people have otherwise gained access to your user account;
- Our IT support works closely with you in case of technical problems **to improve the reliability of our web applications**. In this context, we also evaluate logs of page accesses, actions performed, etc;
- **To be able to guarantee IT security;**
- In order to be able to record and prove facts **in the event of possible legal disputes**.

## 4.3 On the Basis of your Consent

If you have consented to the processing of your personal data for one or more specific purposes, we may process your data. You can withdraw this consent at any time for the future without incurring any costs other than the transmission costs according to the basic tariffs (costs of your Internet connection). However, the withdrawal of consent does not affect the legality of the processing up to the withdrawal.

## 4.4 Due to Legal Requirements or in the Public Interest

As a company, we are subject to a wide variety of legal requirements (e.g. from tax legislation). In order to comply with our legal obligations, we process your personal data..

# 5. Where We Transmit Data and Why

## 5.1 Use of Data within MCC

Within MCC only those entities that need your personal information in order to fulfil our contractual or legal obligation or to protect our legitimate interest will have access to them. The internal CRM database is password-protected.



## 5.2 Use of Data Outside MCC

We respect the protection of your personal data and we pass on information about you only if required by law, if you have given your consent or to fulfil contractual obligations.

For the following recipients, for example, there is a **legal obligation** to pass on your personal data:

- **Public authorities or supervisory authorities**, e.g. tax authorities, customs authorities;
- **Judicial and law enforcement authorities**, e.g. police, courts, public prosecutors;
- **Lawyers or notaries**, e.g. in legal disputes;
- **Chartered Accountant/ Auditors**.

In order to fulfil our **contractual obligations**, we cooperate with other companies. These include:

- **Transport service providers and freight forwarders**;
- **Organisers and training service providers**;
- **Banks and financial service providers** to handle all financial matters.
- **Cooperation Partners and Donors**.

### **Our own service providers**

In order to make our operations more efficient, we use the services of external service providers who may receive personal data from you for the purposes described, including IT service providers, printing and telecommunications service providers, debt collection, consulting or sales companies.

### **Important: We pay close attention to your personal data!**

In order to ensure that the service providers comply with the same data protection standards as in our company, we have concluded appropriate contracts for order processing. These contracts regulate, among other things:

- that third parties only have access to the data they need to carry out the tasks assigned to them;
- that the service providers only grant access to your data to employees who have explicitly committed themselves to comply with data protection regulations;
- that the service providers comply with technical and organisational measures that guarantee data security and data protection;
- what happens to the data when the business relationship between the service provider and us is terminated

For service providers based outside the European Economic Area (EEA), we take special security measures (e.g. by using special contractual clauses) to ensure that the data is treated with the same level of caution

that is exercised in the EEA. We regularly check all our service providers for compliance with our specifications.

**Very important: Under no circumstances do we sell your personal data to third parties!**

## 6. Are You Obligated To Provide Us With Personal Data?

In the context of the business relationship between you and MCC, we require from you the following categories of personal data:

- all necessary data for the establishment and implementation of a business relationship;
- data required for the fulfilment of contractual obligations;
- data that we are legally obliged to collect.

Without these data it is not possible for us to enter into or execute contracts with you.

## 7. Deletion Periods

In accordance with the applicable data protection regulations, we do not store your personal data longer than we need for the purposes of the respective processing. If the data is no longer required for the fulfilment of contractual or legal obligations, it will be regularly deleted by us, unless its temporary storage is still necessary. There may be the following reasons for further storage:

- **Obligations under commercial and tax law** to retain data must be observed: The periods for storage, primarily in accordance with the provisions of the Commercial Code and the Fiscal Code, are up to 10 years.
- **To obtain evidence in the event of legal disputes** within the framework of statutory limitation periods: in civil law, statutory limitation periods may be up to 30 years, with the regular limitation period occurring after three years.

## 8. Your Rights

Within the scope of processing your personal data, you also have certain rights. More detailed information can be found in the corresponding provisions of the General Data Protection Regulation (Articles 15 to 21).

### 8.1 Right to Information and Correction

You have the right to obtain information from us on which of your personal data we process. If this information is not (no longer) correct, you can ask us to correct the data, or, if it is incomplete, to complete

it. If we have passed on your data to third parties, we will inform the relevant third parties in the event of a corresponding legal situation.

## 8.2 Right to Deletion

You can request the immediate deletion of your personal data under the following circumstances:

- When your personal information is no longer needed for the purposes for which it was collected;
- If you have revoked your consent and there is no other legal basis for data processing;
- If you object to the processing and there are no overriding legitimate reasons for data processing;
- If your data is processed unlawfully;
- If your personal data must be deleted in order to comply with legal obligations.

Please note that before deleting your data we must check whether there is not a legitimate reason for processing your personal data.

## 8.3 Right to Restriction of Processing ("Right to Block")

You may request us to restrict the processing of your personal data for one of the following reasons:

- If you dispute the accuracy of the data until we have had the opportunity to verify the accuracy of the data;
- If the data is processed unlawfully, but instead of being deleted, you merely request the restriction of the use of personal data;
- If we no longer need the personal data for the purposes of processing, but you still need them to assert, exercise or defend in the course of legal claims;
- If you have filed an objection against the processing and it is not yet clear whether your legitimate interests outweigh ours.

## 8.4 Right to Object

If the processing is carried out in the public interest or on the basis of a balance of interests, you have the right to object to the processing for reasons arising from your particular situation. In the event of an objection, we will not process your personal data further, unless we can prove compelling reasons for processing your data, which outweigh your interests, rights and freedoms, or because your personal data serve to assert, exercise or defend legal claims. The objection shall not preclude the legality of the processing carried out up to the time of the objection.

In cases where your personal information is used for advertising purposes, you can object to this form of processing at any time. We will no longer process your personal information for these purposes.

The objection can be made form-free and should be addressed to:

Mercator Research Institute on Global Commons and Climate Change (MCC) gGmbH  
EUREF Campus 19, Torgauer Str. 12-15  
10829 Berlin  
Email [website\(at\)mcc-berlin.ne](mailto:website(at)mcc-berlin.ne)

## 8.5 Right to Data Portability

Upon requests, you have the right to receive personal data that you have given us for processing in a transferable and machine-readable format.

## 8.6 Right to Lodge a Complaint with a Supervisory Authority (Art. 77 DS-GVO)

We try to process your requests and claims as quickly as possible in order to protect your rights appropriately. Depending on the frequency of enquiries, however, it may take up to 30 days before we can provide you with further information about your request. If it should take longer, we will inform you promptly of the reasons for the delay and discuss the further process with you.

In some cases we may not or cannot give you any information. If legally permissible, we will inform you of the reason for refusing to disclose the information.

However, should you not be satisfied with our answer and responses or should you be of the opinion that we are violating the current data protection law, you are free to file a complaint with our Data Protection Officer as well as the relevant supervisory authority. The supervisory authority responsible for us is:

Berliner Beauftragte für Datenschutz und Informationsfreiheit

Friedrichstr. 219  
10969 Berlin  
Telefon: +49 (0) 30 13889 0  
Fax: +49 30 2155050  
Email: [mailbox@datenschutz-berlin.de](mailto:mailbox@datenschutz-berlin.de)

## 9. Version

This Data Protection Statement is valid as of 09.01.2020. Registered customers will be informed about changes in the Data Protection Statement. Earlier versions of the Data Protection Statement are available on the website or from our Data Protection Officer.