

## ELRC Data Protection Notice

Within the CEF Digital Programme the Commission of the European Communities (referred to as “the European Commission”) has concluded a contract (SMART 2015/1091, contract number 30-CE-0816330/00-16) for the set-up and maintenance of a permanent Language Resource coordination and collection mechanism – the **European Language Resource Coordination (ELRC)**. The ELRC consortium consisting of the German Research Centre for Artificial Intelligence (DFKI, [www.dfki.de](http://www.dfki.de)), the Evaluations and Language Resource Distribution Agency (ELDA, [www.elda.org](http://www.elda.org)), the Institute for Language and Speech Processing (ILSP/Athena R.C., [www.ilsp.gr](http://www.ilsp.gr)) and Tilde ([www.tilde.com](http://www.tilde.com)) are jointly responsible for the collection and processing of personal data. The ELRC and all its members are committed to goal- and risk-oriented information privacy and the fundamental right to the protection of personal data. In this data protection policy we inform you about the processing of your personal data when visiting our web site and/or using our services.

### Controller

ELRC Consortium (DFKI, ELDA, ILSP/Athena R.C., Tilde)  
Contact:  
ELRC Secretariat  
Phone: +49 (0)681 / 857 75-5285, E-Mail: [info@lr-coordination.eu](mailto:info@lr-coordination.eu)

### Data protection officer

Phone: +49 (0)631 / 205 75-0, E-Mail: [datenschutz@dfki.de](mailto:datenschutz@dfki.de)

### Purpose of processing

Within the ELRC, personal data are only processed for the following purposes:

- Provision of the information offering in the course of the public communication of the ELRC
- Establishment of contact and correspondence with visitors and users
- Management and implementation of ELRC events and activities

### Anonymous and protected usage

Visit and usage of our web site are anonymous. At our web site personal data are only collected to the technically necessary extent (e.g. for registration to events, the upload of language resources etc.). The processed data will not be transmitted to any third parties or otherwise disclosed, except on the basis of concrete legal obligations or contractual obligations within the ELRC (SMART 2015/1091, contract number 30-CE-0816330/00-16). Within our information offering we do not embed information or service offerings of third party providers.

### Use of cookies

We collect information that tracks e.g. visitor’s behaviour on our website but that does not identify you as a person. Information is collected automatically (e.g. using information from your browser, web beacons, pixel tags). Information we may collect from your browser includes your IP address, your browser type and language, access times and similar. When you visit our website, we may assign your computer one or more cookies, to facilitate access to our site and to personalize your online experience.

Cookies are small files that are being stored by your web browser. The cookies used on our web site do not harm your computer and do not contain any malicious software. They offer a user-friendly and effective usage of our web site. We do not use cookies for marketing purposes. We transmit so-called **session cookies** to your web browser. They are valid only for the duration of your visit on our web site and they do not have any meaning outside of our web site. The session cookies are needed in order to identify your session with a unique number during your visit and to transmit our contents in your preferred language. At the end of your visit the session cookies will be automatically deleted upon termination of your web browser. We also transmit **permanent cookies** to your web browser with a validity period of at most 365 days. We are exclusively using these cookies in order to respect your settings for the type of presentation (normal, inverted) and for the font size. Furthermore, it will be recorded whether you've taken notice of the information about the usage of cookies in your web browser. Please note that you can adjust your web browser such that you will be informed on setting cookies and allow cookies on an individual basis resp. exclude the acceptance of cookies for specific cases or generally. You also can adjust the automatic deletion of cookies upon termination of your web browser. Upon deactivation of cookies the functionality of our web site can be limited. In any case, our information offering is available to its full extent.

### **Access data**

The legitimate interests pursued by ELRC include, among others, also the adaptation and optimisation of the information offering and the investigation, detection and prosecution of illegal activities in connection with the usage of our web site. The ELRC website uses **Google Analytics**, an Internet analytics service created by Google Inc. (1600 Amphitheatre Parkway Mountain View, CA 94043, USA). Google will use this information as it is determined by the site manager to analyze how you use this site and to implement services associated with website. We want to draw your attention to the fact that Google Analytics was added to this site by the code "anonymizelp", thereby ensuring that IP addresses are recorded in an anonymous format (so-called IP-masking) Google will shorten your IP address in the Member States of the European Union or in the countries of the European Economic Area. Google will only, in exceptional cases, send an IP address to a US existing server and shorten it. Your browser's passed IP address will not be connected to other Google data within Google Analytics. Google analytics is used to improve our homepage by analyzing user habits. These cookies provide us with information, such as the number of visitors to the website and the pages visited by users, and the total time spent on our homepage (more information - [Google Analytics Cookie Usage on Websites](#))

### **Submission of data to the ELRC-SHARE Repository**

The ELRC-SHARE Repository is used for documenting, storing, browsing and accessing Language Resources that are provided to and through the ELRC. When you are visiting our web site ([www.lr-coordination.eu](http://www.lr-coordination.eu)) no data are transmitted to the ELRC-SHARE Repository (<https://elrc-share.eu>).

From time to time the ELRC-SHARE Service Providers (ELRC consortium partner ILSP/Athena R.C.) may use electronic forms on this site to gather personal information for purposes directly related to a service, function or activity of the ELRC-SHARE services. When the Service Provider will do so it will let users know the purpose for which the information is being collected (including if the information is to be published). The personal data requested through such forms are: name, email, and affiliation. Completion of and submission of any form on this website is entirely at the discretion of the user. The data will not be transmitted to any third parties or otherwise disclosed, except on the basis of concrete legal obligations or contractual obligations within the ELRC (SMART 2015/1091, contract number 30-CE-0816330/00-16). The personal data gathered are stored in the Service Provider's secure

servers. It is possible that in the future the ELRC-SHARE infrastructure, including its registered users' database, will be migrated to the EC cloud infrastructure on the basis of contractual obligations within the ELRC (SMART 2015/1091, contract number 30-CE-0816330/00-16).

The ELRC-SHARE website and services log certain information about every request sent to them. This information is used for system administration and for producing usage statistics. Summary statistics are extracted from this data and some of these may be made publicly available, but these do not include information from which individuals could be identified. Relevant subsets of this data may be used as part of investigations of computer misuse involving this site. Data may also on occasion be used to enable investigation of technical problems on the website. Otherwise logged information is not passed to any third party except if required by law.

### **Submission of Data Sources to the Data Sources Catalogue**

The ELRC Data Sources Catalogue ([http://cef-at-sources.elda.org/add\\_source/](http://cef-at-sources.elda.org/add_source/)) is used for identifying and collecting websites' URLs that could be exploited, through a crawling process, for the preparation of Language Resources within ELRC, in particular parallel corpora to be built up from multilingual websites. There is no data transfer between the ELRC website and the ELRC Data Sources Catalogue. The data collected via the Data Sources Catalogue are exported to a relational database which is accessible for the ELRC consortium and disclosed – on demand – to the European Commission. By submitting a source via the online form, the User signifies his consent to the processing.

### **Data within ELRC Events and other Services**

The data collected within the management and implementation of the ELRC events and activities (e.g. as part of the registration to ELRC workshops or conferences, as part of on-site assistance requests and/or as part of the use of the ELRC Helpdesk) is processed and stored solely for and within the concrete legal and/or contractual obligations of the ELRC and the ELRC consortium partners within the SMART 2015/1091 contract (contract number 30-CE-0816330/00-16).

In the frame of ELRC events, we collect data for registration purposes. Specifically, we ask to provide participants name, email address, organisational affiliation and position in the organisation. The personal information that we collect from you is processed and stored on a secure server in accordance with applicable law. For the purpose of workshop preparation, the data can be extracted as excel file or as delimited text. The different ELRC events (e.g. workshops, conferences, ELRC Experience Cafés) may be photographed and/or filmed. Participants are informed about this with their registration to the event. Film and photo materials may be used for dissemination purposes on the ELRC website and on social media within the boundaries of the ELRC (SMART 2015/1091, contract number 30-CE-0816330/00-16).

In addition, data is being collected when users file an on-site assistance request (<http://www.lr-coordination.eu/request-onsite-assistance> ). In this case, they are required to provide their first name, last name, institution, country and email address as well as the type of request they have. All data is being processed for the purpose of providing this service. The personal information that we collect from you is processed and stored fairly and in accordance with applicable law. The information is stored on secure server and deleted after 90 days.

Last but not least, data is also being collected as part of the ELRC Technical and Legal Helpdesk (<http://www.lr-coordination.eu/helpdesk>). The corresponding webform (<http://helpdesk.lr-coordination.eu/tickets/submit/>) asks users to submit their name and email address as well as a description of their question. All data obtained as part of the Helpdesk is being used for the purpose

of providing this service. Specifically, the data collected via the ELRC Helpdesk are exported to a file which is shared among the ELRC consortium and disclosed – on demand – to the European Commission. By submitting a request via the online form or directly to an e-mail address, the User signifies his consent to the processing.

### **Use of Social Media**

When you are visiting our web site no data are transmitted to social media services. Profiling by any third parties hence is precluded. You though have the option to change over to our information offerings on Facebook, Twitter and YouTube. For the usage of these services we refer to the data protection policies of the respective service providers. We are processing your personal data within the social networks insofar as you post contributions, send messages or otherwise communicate with us.

### **Correspondence**

You have the option to contact us by e-mail. We will use your e-mail address and other personal contact data for the correspondence with you. Due to legal obligation every e-mail correspondence will be archived. Subject to our legitimate interests your e-mail address and other personal contact data can be stored in our contact data base. In this case you will receive a corresponding information on the processing of your contact data.

### **Access and Intervention**

Besides the information in this data protection policy you have the right of access to your personal data. To ensure fair data processing, you have the following rights:

- The right to rectification and completion of your personal data
- The right to erasure of your personal data
- The right to restriction of the processing of your personal data
- The right to object to the processing of your personal data on grounds related to your particular situation

To exercise these rights, please contact our data protection officer.

### **Right to lodge a complaint**

You have the right to lodge a complaint with a supervisory authority if you consider that the processing of your personal data infringes statutory data protection regulations.