

Privacy policy for surveys with Microsoft Forms

Information obligations in accordance with Articles 13 and 14 of the GDPR

1 Responsible for data collection

The entity responsible for processing your personal data is:

Reiser Simulation and Training GmbH
Oberer Lüßbach 29-31
82335 Berg
Germany
Telephone: +49 8178 8681 – 0
Fax: +49 8178 8681 – 30
Email: info@reiser-st.com

2 Data protection officer

You can contact our Data Protection Officer using the following contact details:

Reiser Simulation and Training GmbH
Johannes Schreiber
Oberer Lüßbach 29-31
82335 Berg
Germany
Email: dataprotection@reiser-st.com

3 Information about the processing of personal data in surveys using Microsoft Forms

Reiser Simulation and Training GmbH uses Microsoft Forms to conduct surveys and opinion polls. Microsoft Forms is a service provided by Microsoft Corporation. The processing is carried out on behalf of Reiser Simulation and Training GmbH by the service of Microsoft Ireland Operations Limited.

When you use Microsoft Forms, personal data about you is processed. Please note that this privacy notice only informs you about the processing of your personal data by Reiser Simulation and Training GmbH when you use Microsoft Forms in conjunction with us. If you require information about processing by Microsoft, please refer to the relevant statement at the following links:

- [Microsoft Privacy Statement](#)
- [Security and Privacy in Microsoft Forms](#)

When you use Microsoft Forms, various types of data are processed. The scope of the data also depends on the information you provide when participating in a survey on Forms, especially when questions are 'open-ended' and allow for free text input in response fields.

The following personal data will be processed:

- IP address
- Contact information
- Professional qualifications
- Date and time of the survey

3.1 Processing purpose

The data is used for the purpose of conducting and evaluating surveys. These surveys are designed to assess products and actions taken, understand the opinions and experiences of the survey participants, or obtain specific information for research, development, or improvement purposes, as well as to share product information with you. The data is processed solely for the purpose of evaluating the questions asked and using the insights gained for the specified purpose.

3.2 Legal basis

The legal basis for processing personal data in the context of surveys is Article 6(1)(a) GDPR (consent of the data subject). Participation in surveys is voluntary, and data processing is carried out exclusively on the basis of the consent previously granted. By providing consent, you agree to the collection and processing of your personal data for the purposes outlined above. Consent may be revoked at any time, without providing reasons, with effect for the future. Please direct any revocation to the Data Protection Officer mentioned above. No disadvantages will result from the revocation or the refusal to grant consent.

3.3 Recipients of the data

The data collected as part of the survey will be shared exclusively with the following parties: the project team responsible for conducting and analyzing the survey, our IT department, which oversees the technical operation and maintenance of the systems used, and the marketing and sales department, which provides you with relevant product information. The data will not be shared with other departments or external third parties unless there is explicit consent from the participants or a legal obligation to disclose the data.

3.4 Transfer to third countries

Data processing outside the European Union (EU) does not take place. The data of participants from the European Union is processed in data centers within the European Economic Area (EEA). However, we cannot exclude the possibility that data routing may occur via internet servers located outside the EU. This may especially be the case if participants are located in a third country when participating in a survey. Any transfer of personal data to service providers outside the European Economic Area (EEA) will only take place in compliance with the provisions of Chapter V of the GDPR on the transfer of personal data to third countries.

3.5 Duration of storage

The personal data collected as part of the surveys will only be stored as long as necessary to fulfil the aforementioned purposes. Once the evaluation is complete and the purposes have been fulfilled, the data will be deleted immediately. Further storage will only occur if there are statutory retention obligations.

4 Rights of the data subject

The General Data Protection Regulation (GDPR) grants each data subject certain rights concerning their personal data. These include:

- Right of access (Art. 15)
- Right to rectification (Art. 16)
- Right to erasure (Art. 17)
- Right to restriction of processing (Art. 18)
- Right to data portability (Art. 20)
- Right to object (Art. 21)

Furthermore, you have the right to lodge a complaint with the competent data protection authority if you believe that the processing of your personal data violates data protection regulations.

The competent authority is:

Bayerisches Landesamt für Datenschutzaufsicht [Bavarian State Office for Data Protection Supervision]