

## Data Protection Notice for our Arbitrator Database

### 1. General Information

We have included an online form on our website to facilitate the search for potential arbitrators. The data provided will be stored on a database and will be used to assist us in the nomination and appointment of suitable candidates pursuant to Art. 11, 12.1, 12.3 of the DIS Arbitration Rules. The mandatory/minimum data for inclusion in our database are marked with \*. The submission of further data is optional.

In the following section, we will inform you about the processing of your personal data as part of this process.

### 2. Contact Details

#### 2.1. Contact Details of the Data Controller

The data controller within the meaning of the GDPR is:

German Arbitration Institute (DIS)

Marienforster Str. 52  
53177 Bonn  
Germany

E-Mail: [privacy@disarb.org](mailto:privacy@disarb.org)  
Phone: +49 228 391 815 200

#### 2.2. Contact Details of the Data Protection Officer

Our Data Protection Officer is:

Dr. iur. Andreas Pinheiro, LL.M.  
ap-datenschutz GmbH  
Hohenstaufenring 8  
50674 Cologne

E-Mail: [dsb@ap-datenschutz.de](mailto:dsb@ap-datenschutz.de)  
Phone: +49 221 999 89 030

### 3. Your Personal Data

#### 3.1. Categories of Personal Data Processed

The following section explains what personal information may be collected in this context:

- Identification data (name, date of birth, nationality)
- Contact details (address, e-mail address, telephone number)
- Qualification data (professional qualification, licences, curriculum vitae, previous activities and experience, language skills)

- Diplomas and certificates (performance data, assessment data, etc.)
- Any other data that you voluntarily provide to us during this process

### **3.2. Origin of the Personal Data**

We process personal data that we receive from you as part of the online form. Otherwise, we receive personal data about you if you provide it to us using an external source.

## **4. Legal Basis and Purposes of Data Processing**

The personal data is processed for the purpose of managing and facilitating the nomination of arbitrators. When you submit the form, the person responsible will be able to see your name and email address.

We process your personal data in particular in compliance with the General Data Protection Regulation (GDPR) and the Federal Data Protection Act (Bundesdatenschutzgesetz, BDSG) as well as all other relevant laws.

### **4.1. Data Processing Based on Your Consent (Art. 6 para. 1 lit. a GDPR)**

Inclusion in our arbitrator database is based on your voluntary consent, which is obtained before you submit the online form.

Insofar as you have given us your consent to the collection, processing or transfer of personal data for specific purposes in accordance with Art. 6 para. 1 lit. a GDPR, this consent forms the legal basis for the processing of this data. Any consent given may be withdrawn at any time. Please note that withdrawal only has a future effect. This does not affect any processing that may have taken place prior to the withdrawal..

## **5. Recipient (Categories) of Personal Data**

Your data is processed by our employees only.

External service providers are not involved in this process and do not receive any personal data.

## **6. Transfer of Personal Data to Third Countries**

Countries outside the European Union (and the European Economic Area "EEA") have different rules on the protection of personal data differently than countries within the European Union.

Therefore we do not use any service providers located in third countries outside the European Union to process your data, unless this is necessary to fulfil the contractual agreements made with you or assignments placed by you or is permitted on the basis of your consent.

## 7. Storage Duration/Deletion of your Data

The data will be stored in order to create a database for future proceedings.

Data will be deleted from the database after you have withdrawn your consent to storage, which you may do at any time. Personal data that has already been processed in connection with an arbitration will continue to be archived in accordance with the legal requirements.

## 8. Data Subject Rights

According to the General Data Protection Regulation, you have the following rights:

Every data subject has the right **to access** under Art. 15 GDPR, the right to **rectification** under Art. 16 GDPR, the right to **erasure** under Art. 17 GDPR, the right to **restriction of processing** under Art. 18 GDPR, the right to **object** under Art. 21 GDPR and the right to **data portability** under Art. 20 GDPR. The restrictions under Sections 34 and 35 BDSG apply to the right to obtain confirmation and the right to erasure. Finally, in accordance with Art. 77 GDPR in connection with § 19 BDSG, you have the right to **lodge a complaint** with the data protection authority.

### 8.1. Right to Object

Pursuant to Art. 21 para. 1 GDPR, you have the right to object at any time, on grounds relating to your particular situation, to the processing of personal data concerning you which is based on Art. 6 para. 1 lit. e GDPR (data processing in the public interest) or on Art. 6 para. 1 lit. f GDPR (data processing to protect a legitimate interest); this also applies to profiling based on this provision.

If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate reasons for the processing, which outweigh your interests, rights and freedoms, or the processing is necessary for the establishment, exercise or defence of legal claims.

### 8.2. Withdrawal of consent

You can withdraw your consent to the processing of personal data at any time. Please note that the withdrawal will only have an effect in the future.

### 8.3. Right to Obtain Information

You can request confirmation about whether we have stored personal data about you. If you wish, we will tell you what data is involved, the purposes for which the data is processed, to whom this data is disclosed, how long the data is stored and what other rights you have in relation to this data.

## 8.4. Further Rights

In addition, you have the right to have incorrect data corrected or to have your data deleted. We will delete your data if there is no reason to retain it, otherwise we will restrict its processing. You may also request that we transmit any personal data you have provided to us in a structured, commonly used and machine-readable format either to you or to a person or company of your choice.

In addition, you have the right to lodge a complaint with the competent data protection supervisory authority (Art. 77 GDPR in connection with Section 19 BDSG).

## 8.5. Exercising your Rights

To exercise your rights, you can contact the controller or the data protection officer using the contact details provided in section 2 of this privacy policy. We will process your request promptly and in accordance with the legal requirements and inform you of the action we have taken.

## 9. Obligation to Provide Data

The submission of personal data is neither legally nor contractually required, nor are you obliged to provide any personal data. However, the provision of personal data is necessary for the implementation of our arbitrator nomination process. This means that if you do not provide us with personal data, we will not be able to add you to our database.

## 10. Security

We prioritise personal integrity and therefore actively work to ensure that the personal data of data subjects is processed with the utmost care. We take the measures that can reasonably be expected to ensure that personal data is processed securely and in accordance with this privacy policy and the GDPR Regulation.

However, the transmission of information over the internet and mobile networks can never be without risk, so all transmissions are at the risk of the person transmitting the data. It is important that users also take responsibility for protecting their data. It is the user's responsibility to ensure that their login information is kept confidential.

### 10.1. Contact us

If you have any questions about data processing in this context, please send an email to [privacy@disarb.org](mailto:privacy@disarb.org) or contact us using the contact details provided in section 2.

## **11. Amendments to this Information**

If the purpose or the method of processing your personal data changes significantly, we will update the Data Protection Notice, inform you of the changes in a timely manner and, if necessary, obtain your consent again.

Last update: December 2024