



LEM – intern

Auftragsnummer:

Tarif: _____

4) Öffentliche Einrichtung

5) Industrie

Request for electron-microscopic service investigations at the Laboratory for Electron Microscopy (LEM) **by KIT- external customers**
Contact persons at LEM: Michaela Höllmüller (administration)

Company/Institution _____

Address _____

Name of invoice recipient _____

Mail and telephone number of
invoice recipient _____

Customer _____

Mail and telephone number
of customer _____

Subject of investigation _____

SEM

TEM

FIB

We process your data exclusively in accordance with our "Information on Data Protection According to Article 13 of the General Data Protection Regulation (GDPR)"

For the use of the electron microscopes, operating costs per hour are charged as follows:

Field-emission scanning electron microscopy (SEM) incl. EDXS analysis	Euro 220,-/hour
Transmission electron microscopy (TEM)	Euro 220,-/hour
Field-emission transmission electron microscopy (TEM) incl. analytics	Euro 314,-/hour
Focused-Ion-Beam system (FIB)	Euro 314,-/hour

Sample preparation according to expenditure see fee schedule:

[www.lem.kit.edu/downloads/2022.10_Gebührenordnung_externe_Auftraggeber - ENG.pdf](http://www.lem.kit.edu/downloads/2022.10_Gebührenordnung_externe_Auftraggeber_-_ENG.pdf)

place, date

stamp of company, name (block letters) &
signature of customer

Information on Data Protection According to Article 13 of the General Data Protection Regulation (GDPR)

In the context of electron microscopy service examinations at the Laboratory for Electron Microscopy (LEM)

The present document provides you with an overview of the processing of your personal data and your rights under data protection law. According to Art. 4, No. 1 of the EU General Data Protection Regulation (GDPR), personal data is “any information relating to an identified or identifiable natural person”, such as name, address, email addresses, and user behavior.

1. Controller

The controller according to Art. 4 Nr. 1 GDPR is:

Karlsruhe Institute of Technology (KIT)
Kaiserstraße 12
76131 Karlsruhe
Germany
Phone: +49 721 608-0
Fax: +49 721 608-44290
Email: info@kit.edu

Karlsruhe Institute of Technology is a corporation governed by public law. It is represented by the President Professor Dr. Holger Hanselka. Our Data Protection Commissioner may be contacted at dsb@kit.edu or by ordinary mail with “Die Datenschutzbeauftragte” (the Data Protection Commissioner) being indicated on the envelope.

2. Purpose of the Processing

Your personal data are collected and processed for the sole purpose of providing electron microscopy service examinations at the Laboratory for Electron Microscopy (LEM). Your data will only be processed by KIT to the extent that this is necessary for the purpose of operating the services used for this purpose, including ensuring their security.

3. Legal Basis of the Processing

When processing personal data for KIT members, the legal basis for the processing of personal data is the performance of a task carried out in the public interest pursuant to Art. 6 (1) lit. e GDPR in connection with § 2 State Higher Education Act (Landeshochschulgesetz Baden-Württemberg, LHG).

When processing personal data for non-KIT members, the legal basis for the processing of personal data is the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract pursuant to Art. 6 (1) lit. b GDPR.

4. Type and Scope of Data Processing

When you submit an application for electron microscopy service examinations at the Laboratory for Electron Microscopy (LEM), the following personal data is collected and stored:

- Name and first name
- Company/institution Affiliation
- Address
- E-mail address
- Telephone number
- Subject of the investigation

We process your personal data for the purpose of invoicing you and for our staff to contact you in order to arrange an appointment. Only the responsible KIT employees have access to the personal data. KIT does not forward the data to third countries.

5. Storage Period

Your data will be kept for as long as necessary to carry out the electron microscopy service examinations and there are statutory storage requirements. After expiry of the statutory retention periods (especially tax and commercial regulations) your data will be deleted unless you have expressly consented to any further use of the data.

5. Your Rights

Under the data protection law, you have the following rights:

- the right of access in accordance with Art. 15 GDPR,
- the right to rectification in accordance with Art. 16 GDPR,
- the right to erasure in accordance with Art. 16 GDPR,
- the right to restriction of processing in accordance with Art. 18 GDPR,
- the right to object in accordance with Art. 21 GDPR relating to the particular situation of the data subject,
- as well as the right to data portability in accordance with Art. 20 GDPR.

In accordance with Art. 77 GDPR, you also have the option to lodge a complaint with the data protection supervisory authority responsible (Art. 51 paragraph 1 GDPR in conjunction with section 25 subsection 1 LDSG). The supervisory authority responsible is the commissioner for data protection and freedom of information of Baden-Württemberg:

Der Landesbeauftragte für den Datenschutz und die Informationsfreiheit Baden-Württemberg (<https://www.baden-wuerttemberg.datenschutz.de/>).

Home address: Lautenschlagerstraße 20

70173 Stuttgart, Germany

Mail address: P.O. Box 10 29 32

70025 Stuttgart, Germany

Phone: 0711/615541-0

Fax: 0711/615541-15

Email: poststelle@fdi.bwl.de