



LEM – internal

Order number:

Tariff: \_\_\_\_\_

4) Public institution

5) Industry

## Application for Electron Microscopy Service Examinations at the Laboratory for Electron Microscopy (LEM) for **External Clients**

Contact: [office@lem.kit.edu](mailto:office@lem.kit.edu)

Valid: from 1 September

2025

Institute: \_\_\_\_\_

Address: \_\_\_\_\_

Institute/Campus North – Cost Center/FE: \_\_\_\_\_

Institute/Group Leader Invoice Recipient: \_\_\_\_\_

Mail and telephone number  
of the invoice recipient: \_\_\_\_\_

Name of the client: \_\_\_\_\_

Mail and telephone number  
of the client: \_\_\_\_\_

Desired examination: \_\_\_\_\_

Preparation ☐ REM ☐ FIB ☐ TEM ☐ Advanced Data Editing/Report ☐

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

Hazardous substance: ☐ Using Images for LEM Outreach ☐

Flat-rate costs are charged for the use of the electron microscopes in the service:

Dissection (depending on the effort)	Euro 64,-/hour
Scanning Electron Microscopy (Instrument Class I, SEM)	Euro 220,- /hour
Scanning electron microscopy incl. high-end analysis (instrument class I, SEM)	Euro 245,- /hour
Focused ion beam, based on TEM (device class II, FIB, TEM)	Euro 321,- /hour
High-end TEM examination (device class III, high-end TEM)	Euro 355,- /hour
Advanced Data Preparation/Reporting	Euro 95,-/hour

Location, Date

Stamp of the company, & signature of the client

**Information on data protection in accordance with Article 13 of the General Data Protection Regulation (GDPR)  
GMOs)**

As part of the electron microscopy service investigations at the Laboratory for Electron Microscopy (LEM) as of September 2024

With the following information, we give you an overview of the Processing of your personal data as well as your rights under data protection law. Personal data is to be processed in accordance with Art. 4 No. 1 of the EU General Data Protection Regulation (GDPR).  
GMOs) any information relating to an identified or identifiable natural person.

**1. Controllers**

The controller for data processing within the meaning of the GDPR (Art. 4 No. 7) and other data protection regulations is:

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

The Karlsruhe Institute of Technology is a corporation under public law. It is represented by the President Prof. Dr. Holger Hanselka. You can reach our data protection officer at [dsb@kit.edu](mailto:dsb@kit.edu) or the postal address with the addition "The data protection officer".

**2. Purpose of processing**

The purpose of the processing of your personal data is the provision of electron microscopy service examinations at the Laboratory for Electron Microscopy (LEM). Your data will only be processed by KIT insofar as this is necessary for the purpose of operating the services used for this purpose, including their is required.

**3. Legal basis for processing**

For KIT members, the legal basis for the processing of personal data is the performance of public tasks pursuant to Art. 6 para. 1 subpara. 1 lit. e GDPR in conjunction with § 2

Baden-Württemberg State Higher Education Act (LHG).

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 a party, and Implementation of pre-contractual measures pursuant to Art. 6 para. 1 subpara. 1 lit. b GDPR.

**4. Type and scope of data processing**

If you have submitted an application for electron microscopy service examinations on Electron Microscopy Laboratory (LEM), the following personal data subjects will be Data collected and stored:

- Surname and first name
- Company/Institution Affiliation
- Address
- Email

- Telephone number
- Scope of the investigation

We process your personal data for invoicing purposes and for our employees to contact you in order to arrange an appointment with you. Access to the personal data is only granted to the responsible employees of KIT. A transfer of the data by KIT to a third country takes place does not take place.

## 5. Storage period

Your data will be stored for as long as it is necessary for the provision of the electron microscopy service examinations and there are legal retention obligations. After expiry of the statutory retention periods (in particular tax and commercial regulations), your data will be deleted.

## 6. Your rights

With regard to personal data concerning you, you have the following rights vis-à-vis us:

- Right to confirmation as to whether data concerning you is being processed and to information about the data being processed, to further information about data processing and to copies of the data (Article 15 GDPR)
- Right to rectification or completion of incorrect or incomplete data (Article 16 GDPR)
- Right to immediate deletion of data concerning you (Article 17 GDPR)
- Right to restriction of processing (Article 18 GDPR)
- Right to receive the data in a structured, commonly used and machine-readable format, provided that the processing is based on consent in accordance with Article 6(1), first subparagraph, letter a, or Article 9(2)(a), or on a contract in accordance with Article 6(1), first subparagraph, point (b) (Article 20 GDPR)
- Right to object to the future processing of data concerning you, provided that the data is processed in accordance with Article 6 (1) (e) or (f) GDPR (Article 21 GDPR)

You also have the right to complain to the supervisory authority about the processing of personal data concerning you by KIT (Article 77 GDPR). The supervisory authority within the meaning of Article 51 (1) GDPR on KIT is according to Section 25 (1) LDSG: The State Commissioner for Data Protection and Freedom of Information Baden-Württemberg (<https://www.baden-wuerttemberg.datenschutz.de/>)

Address: Lautenschlagerstraße 20  
70173 Stuttgart

Mailing address: P.O. Box 10 29 32  
70025 Stuttgart

Tel.: 0711/615541-0

Fax: 0711/615541-15

Email: [poststelle@lfdi.bwl.de](mailto:poststelle@lfdi.bwl.de)