

The President

Section
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Place

Information on the processing of your personal information within the scope of information events at BIBB

Last updated April 202

Dear interested parties,

We would like to provide you with the following information regarding the processing of your personal data by the Federal Institute for Vocational Education and Training (BIBB) and regarding your associated rights.

1. Who is responsible for data processing and who is the data protection officer?

The data processing controller is the Federal Institute for Vocational Education and Training (BIBB) (see footnote for contact details).

The Data Protection Officer at BIBB is Ms. Fischer-Peters (see footnote for address; Datenschutz@bibb.de; 0228 107 2237).

2. Which personal data do we collect within the scope of the event and where does this data come from?

Personal data processed includes the following data in particular.

- Master data (first name, surname, name affixes, function, in exceptional cases date of birth and passport number)
- Details of the contact person (address, telephone number, mobile telephone number, email address)
- Further information supplied by the addressee, e.g. memberships/enquiries/objectives/declarations
- Group photograph of the visitor group/delegation
- Your personal data is collected directly from you solely within the context of the information event.

3. For what purposes and on what legal basis is data processed?

The processing of your data primarily takes place for the purpose of fulfilment of the tasks incumbent upon us pursuant to the Vocational Training Act (BBiG), in this case for the execution of an information event. The primary legal basis for this is § 3 of the Federal Data Protection Act (BDSG) in conjunction with §§ 90 ff. of the Vocational Training Act (BBiG)

When processing your personal data, we act in compliance with the relevant provisions under data privacy law, in particular the GDPR and the BDSG.

4. How long is your data stored?

We delete your personal data as soon as it is no longer required for the above purposes. We ensure deletion by regularly checking data records on the basis of a mandatory right to erasure policy.

5. Who receives your data?

BIBB receives your personal data. Persons and bodies within BIBB entrusted with the task receive processing access to your personal data.

6. What rights do you have as the data subject?

Under certain conditions, Articles 15 to 22 of the GDPR grant you the following rights.

- Access (Art. 15 GDPR)
- Rectification (Art. 16 GDPR)
- Erasure (Art. 17 GDPR)
- Restriction of processing (Art. 18 GDPR);
- Objection (Art. 21 GDPR)
- Portability (Art. 20 GDPR)

If data processing is carried out on the basis of your consent, this can be withdrawn at any time with future effect. The lawfulness of processing on the basis of the consent remains unaffected until such consent is withdrawn.

In order to assert the above rights, please contact the BIBB data protection officer (for contact details see Clause 1 above).

7. How can you complain?

You may submit a complaint to the BIBB Data Protection Officer (for contact details see Clause 1 above). You may also contact the German Federal Commissioner for Data Protection and Freedom of Information (BfDI, Graurheindorfer Str. 153, 53117 Bonn, bfdi.bund.de, 0228 997799-0).

8. Will your personal data be transferred to a third country?

We do not transfer your personal data to third parties outside the scope of the GDPR.

9. Are you obliged to provide your data?

Essentially, you are only required to provide data necessary for the proper fulfilment of BIBB

tasks.

Provision of data takes place voluntarily insofar as the processing of your data requires your consent.

No access to the event can be granted in the event that you refrain from providing your data as above.

10. To what extent do automated individual decisions or profiling measures take place?

We do not use your personal data for automated processing in order to make decisions.

The information events team (info-visits@bibb.de) and the Data Protection Officer (for contact details see Clause 1 above) will be happy to assist with any questions you may have.

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Yours sincerely

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Airi Schmidtpott and Monika Sinthern

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