

To the participation of the international  
Conference “Vocational Education, Skilled Workers  
and Transformation in an International Perspective”

30.11. - 01.12.2023, BMUV

**The President**

Section	LSKOM 3
Your reference	
Your letter dated	
My reference	
My letter dated	
Your contact	Pohl
Phone extension	1106
Fax extension	
e-mail	pohl@bibb.de
Place	(As of: June 2023)

**Information on the processing of your personal data in the context participation of the international Conference “Vocational Education, Skilled Workers and Transformation in an International Perspective”**

Dear Sir or Madam,

This letter is intended to provide you with information about the processing of your personal data by the Federal Institute for Vocational Education and Training (BIBB) in the context participation of the international Conference “Vocational Education, Skilled Workers and Transformation in an International Perspective” and 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 (see footnote for contact details).

The BIBB data protection officer is Mrs Anette Fischer-Peters (see footnote for address; [datenschutz@bibb.de](mailto:datenschutz@bibb.de); 0228 107 2237).

**2. What personal data do we have about you and where do these data come from?**

The processed data particularly include the following data:

- master data (forename, surname, name affixes, position),
- contact data (work address, telephone number, mobile number, email address),
- Photographic and film recording of your person in the event that you have given your consent

Your personal data will be collected directly from you when you register.

### **3. For what purposes and on what legal basis are data processed?**

The processing of your data is primarily intended for the fulfilment of the duties incumbent on us in accordance with the Vocational Training Act (BBiG), in this case for the organisation of the event. The primary legal basis for this is § 3 of the Federal Data Protection Act (BDSG) in conjunction with §§ 90 ff. BBiG.

The data processing takes place on the basis of your consent.

When processing your personal data, we observe the data protection law provisions, particularly the GDPR and the BDSG (German federal data protection act).

### **4. How long are your data stored?**

We erase your personal data as soon as they are no longer required for the above purposes. We ensure that erasure takes place by regularly checking the data files on the basis of a binding erasure concept.

### **5. Who receives your data?**

The BIBB receives your personal data. Only persons and bodies within the BIBB that are responsible for the content receive processing access to your personal data.

- Company Skygate (Provider who process data on behalf of BIBB for the registration)

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

Articles 15 to 22 GDPR grant you, under certain conditions, a right to:

- access (Art. 15 GDPR);
- rectification (Art. 16 GDPR);
- erasure (Art. 17 GDPR);
- restriction of processing (Art. 18 GDPR);
- object (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.

Please contact the data protection officer for BIBB (see no. 1 above for the contact details) in order to assert the above rights.

### **7. How can you complain?**

If you have any complaints, please contact the BIBB data protection officer (see no. 1 above for contact details) or the 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 of the scope of the GDPR.

**9. Are you obliged to provide your data?**

You must generally only provide data that are necessary for the ordinary performance of the BIBB's duties. If the processing of your data requires your consent, the provision of the data is voluntary. If you do not provide the data above, we won't be able to perform our registration duties.

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

We do not use your personal data for automated decision-making processes.

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If you have any queries, please do not hesitate to contact Ms Pohl, contact person for the responsible organisational unit ([pohl@bibb.de](mailto:pohl@bibb.de)) and Data Protection Officer (see no. 1 above for contact details).

Yours sincerely

p.p.

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Gez. Sabina Pohl