

Federal Institute for Vocational Education and Training 53142 Bonn

To participants
in the 2022 BIBB Congress

at the WCCB Bonn on 27/28 October 2022

The President

Division	Central Communications Office
Your reference	
Your message of	
My reference	
My message of	
Contact:	Pohl
Telephone extension	1106
Fax extension	
Email	Pohl@bibb.de
Place	Bonn, May 2022

Information about the processing of your personal data (Version May 2018)

Dear Sir or Madam,

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

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 Mr. Bernd Fahr (see footnote for address; datenschutzbeauftragter@bibb.de; 0228 107 1713).

What personal data would we like to collect from you?

When registering for the events, personal data for the formation of a contract and for dealing with your participation are required and processed. The data to be collected is as follows.

- Title, first name, surname
- Company/organisation (business address, email address, telephone number)
- Bank details (for any reimbursement of travel costs)
- Photographic and film recording of your person in the event that you have given your consent

- If you have consented to use of the Congress app – title, first name, surname, email address

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

Your data is processed for the purpose of execution and post-processing of the event and for the use of the Congress app where relevant. The primary legal foundation in this regard is § 3 of the German Data Protection Act (BDSG) in conjunction with §§ 90 ff. of the Vocational Training Act (BBiG).

Data processing takes place on the basis of your consent.

If we wish to process your personal data for any purpose that is not specified here, we will inform you of this in advance. When processing your personal data, we act in compliance with the relevant provisions under data privacy law, in particular the GDPR and the BDSG.

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 that data is erased by regularly checking the databases.

Who receives your data?

Persons and offices within BIBB will receive your personal data to the extent that they require it in order to manage your participation in the event. All persons and offices within BIBB will receive read-only access to your data insofar as no restriction of access has been put in place.

The Congress app is provided by MediaCompany and is operated by means of software from Plazz AG. Plazz AG has its Registered Office in Germany. It processes personal data in encrypted form using on-premises servers which are also located in Germany.

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 (see the third paragraph of this communication for the contact details).

How can you complain?

You may submit a complaint to the BIBB data protection officer (see the third paragraph of this communication for the contact details). 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).

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.

Are you obliged to provide your data?

You are neither legally nor contractually obliged to provide your data. However, at least your name, address and email address are required in order to take part in the event. Your bank details will also be required if you are entitled to have your travel costs reimbursed and you decide to claim this payment.

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.

Any questions should be directed to Ms. Pohl in the office responsible for organisational and technical matters (pohl@bibb.de, Tel.: 0228 107 1106), to Mr. Fahr in his capacity as data protection officer (see the third paragraph of this communication for the contact details) or to Ms. Anette Fischer-Peters, deputy data protection officer (fischer-peters@bibb.de, 0228 107 2237).

Yours sincerely

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Sabina Pohl