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Federal Institute for Vocational Education and Training 53142 Bonn, Germany

To Participants of the 2nd BIBB Conference
“The Economics of Vocational Education and Training:
Markets – Institutions – Systems”

7-8 November 2019 in Siegburg/Bonn

The President

Section	StabPR
Your reference	
Your letter dated	
My reference	
My letter dated	
Your contact	Pohl
Phone extension	1106
Fax extension	2982
email	pohl@bibb.de
Place	Bonn, August 2019

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

Dear Sir or Madam,

This letter is intended to provide you with information about the processing of your personal data by the Bundesinstitut für Berufsbildung (BIBB) and 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 are:

- Title, forename, surname
- Company / organisation (business address, email address, telephone number)
- Bank details (for any reimbursement of travel costs)

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

The processing of your data is required for holding the event and for following up after the 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)

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 observe the data protection law provisions, particularly the GDPR and the BDSG (German federal data protection act).

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 data are erased by regularly checking the databases.

Who receives your data?

Persons and bodies within the BIBB receive your personal data if they require them for dealing with your participation in the event.

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 the third paragraph of this letter for the contact details) in order to assert the above rights.

How can you complain?

You can make a complaint to the data protection officer for BIBB (see the third paragraph of this letter for the contact details) or to the Federal Commissioner for Data Protection and Freedom of Information, Husarenstraße 30, 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 of 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 for taking 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.

If you have any questions, please do not hesitate to contact Ms Pohl, contact for the relevant organisation unit (pohl@bibb.de, Tel: 0228 107 1106), Mr Fahr, data protection officer (see the third paragraph of this letter for contact details), and Ms Fischer-Peters, deputy data protection officer (fischer-peters@bibb.de, 0228 107 2237).

Yours sincerely

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Sabina Pohl