

## **Data protection information for TQC presentation events**

This data protection information informs you about the processing of your personal data that we process in connection with participation in classroom events of the Technical Qualification and Consulting department at Fraunhofer IFAM (hereinafter: event). Your personal data will be processed in compliance with the applicable data protection regulations.

According to Art. 4 No. 1 of the General Data Protection Regulation (DSGVO), personal data is any information relating to an identified or identifiable natural person.

### **1. Name and contact details of the data controller and the data protection officer**

The responsible person within the meaning of Art. 4 No. 7 DSGVO is:

Fraunhofer-Gesellschaft zur Förderung der angewandten Forschung e.V.  
Hansastraße 27c  
80686 München

E-Mail: info@zv.fraunhofer.de  
Phone: +49 (0)89 1205- 0  
Fax: +49 (0)89 1205-7531

for the

Fraunhofer Institute for Manufacturing Technology and Advanced Materials IFAM  
Wiener Straße 12  
28359 Bremen

E-Mail: [datenschutz@ifam.fraunhofer.de](mailto:datenschutz@ifam.fraunhofer.de)  
Phone: +49 421 2246-0  
Fax: +49 421 2246-300

Fraunhofer's company data protection officer can be contacted at the above address in Munich, Germany, at the address of the data protection officer or at [datenschutz@zv.fraunhofer.de](mailto:datenschutz@zv.fraunhofer.de).

You can contact our data protection officer directly at any time if you have questions about data protection law or your rights as a data subject.

### **2. processing of personal data and purposes of processing**

#### **a) Event registration**

We collect the following mandatory information as part of the registration for the event:

- First Name, last Name,
- Adresse und
- E-Mail-Adresse.

The mandatory data is processed in order to be able to identify you as a participant in the event, to check the plausibility of the data entered, to reserve the place on the event and to establish or implement the contract on participation with you.

In addition, we need your data in order to create name badges and attendance lists for the other participants and to provide you with information about the event before, during and after the event. This is done to enable you to participate in the best possible way and to enable us to plan and guarantee a smooth event.

In addition, further details such as title, company, telephone number and comments can be provided voluntarily. The provision of voluntary data enables us to plan and implement the event according to your interests.

The data processing is carried out on your request and is necessary according to Art. 6 para. 1 p. 1 lit. b DSGVO for the stated purposes for the fulfilment of the participant contract and for the implementation of pre-contractual measures.

We will only use your email address to inform you about similar events from us in the future if you have expressly consented to such use or if we have informed you separately about this when collecting your email address and pointed out your right to object to this use at any time. If this use is not based on consent, the processing is based on Art. 6 (1) sentence 1 lit. f DSGVO. We have a legitimate interest in informing our participants about other events organised by us.

In the case of events for which a fee is charged, the personal data collected by us for the event will generally be stored until the expiry of the regular limitation period of 3 years after the end of the year in which the event took place and then deleted. In the case of free events, we delete the personal data we have collected no later than six months after the event has taken place. Data will only be stored beyond the specified period if this is necessary:

- We are obliged to store data for a longer period of time in accordance with Article 6 (1) sentence 1 lit. c DSGVO due to statutory storage and documentation obligations (in particular § 147 AO). In this case, the data is only stored to the extent required by the retention obligation.
- You have consented to additional storage in accordance with Art. 6 para. 1 p. 1 lit. a DSGVO.
- We may use your e-mail address under the conditions of § 7 para. 3 UWG to inform you about future events by e-mail. In this case, we will store your e-mail address and your first and last name until you object to processing for this purpose.

## **Forms provider**

In the context of event registration via our web forms, we work together with the service provider Mailingwork GmbH, Birkenweg 7, 09569 Oederan ("Mailingwork"). The purpose of the cooperation is the professional management of online registrations. For this purpose, the data entered is stored on Mailingwork's servers in Germany.

We have entered into a data processing contract with Mailingwork. Through this contract, Mailingwork ensures that they process the data on our behalf in accordance with the GDPR and ensure the protection of data subjects' rights.

## **Online registration**

If you register on our website via an online form, please also note our data protection information available at [https://www.qualifizierung.ifam.fraunhofer.de/en/data\\_protection.html](https://www.qualifizierung.ifam.fraunhofer.de/en/data_protection.html), which explains which data is already collected and processed when you visit our website.

## **Foreign trade law/Sanctions list audit**

In addition, as a research institution we are subject to various requirements under foreign trade law (including Regulation 2580/2001/EC). In order to properly comply with these legal requirements, we use your first and last name as well as your address to carry out sanctions list checks, among other things. The processing is based on Art. 6 para. 1 p. 1 lit. f DSGVO. We have a legitimate interest in processing the aforementioned data to this extent, as we would otherwise be threatened with legal consequences as the responsible party.

### **b) Registration for the newsletter in the context of the event**

During the event, you may have the opportunity to register to receive our regular newsletter. You can do this either online, as part of the registration for the event, or directly at the event itself, by entering your email address on a form provided for this purpose.

You will then receive a registration notification, which you must confirm in order to receive the newsletter (so-called double opt-in). This serves as proof for us that the registration was actually initiated by you.

We will only send you the newsletter if you have expressly consented to this in accordance with Art. 6 Para. 1 Sentence 1 lit. a DSGVO.

You can unsubscribe at any time, e.g. via a link at the end of each newsletter. Alternatively, you can also send your unsubscribe request at any time by e-mail to [daten-schutz@ifam.fraunhofer.de](mailto:daten-schutz@ifam.fraunhofer.de).

Your e-mail address will be deleted immediately after you withdraw your consent to receive the newsletter, unless you have consented to further storage in accordance with Art. 6 Para. 1 Sentence 1 lit. a DSGVO or this is necessary for the fulfilment of the contract in accordance with Art. 6 Para. 1 Sentence 1 lit. b DSGVO.

We send our newsletter using the provider Mailingwork GmbH, Birkenweg 7, 09569 Oederan ("Mailingwork"). The email addresses of our newsletter recipients are stored on Mailingwork's servers in Germany on our behalf.

Mailingwork uses this information to send and evaluate the newsletters on our behalf. We have concluded an order processing contract with Mailingwork for this purpose. Through this contract, Mailingwork assures that they process the data in accordance with the General Data Protection Regulation and ensure the protection of the rights of the data subject. Mailingwork assures that personal data is comprehensively protected against unauthorised access. Mailingwork itself does not use the data of our newsletter recipients to write to them itself or pass the data

on to third parties. As a reputable email sender, Mailingwork is also certified by the Certified Senders Alliance.

### **c) Photo and video shooting**

Photos and videos will be taken to document the event visually. It cannot be ruled out that you can be identified directly or indirectly from the recordings, so that personal data is involved.

The recordings will be used for news in direct connection with the event and for internal reporting at Fraunhofer.

In addition, the recordings will be published for post-event reporting on our media platforms such as Facebook, Instagram or our website. This processing is necessary in particular to document and promote our event.

The data processing is based on Art. 6 para. 1 p. 1 lit. f DSGVO. The aforementioned purposes are legitimate interests in the sense of the aforementioned provision.

The recordings will be stored for 3 years.

## **3. Sharing data with third parties**

Your personal data will not be transferred to third parties for purposes other than those listed below.

### **a) For the execution of the contract**

Insofar as this is legally permissible and necessary for the processing of contractual relationships with you in accordance with Art. 6 Para. 1 Sentence 1 lit. b DSGVO, your personal data will be passed on to third parties and further data may be collected by third parties. This includes in particular the transfer to the event partner TÜV Rheinland AG, Am Grauen Stein, 51105 Cologne for the purpose of planning and implementing the event. The data passed on may only be used by the third party for the purposes stated.

### **b) For other purposes**

In addition, we will only share your personal data with third parties if:

- You have given your express consent pursuant to Art. 6 para. 1 sentence 1 lit. a DSGVO or
- In the event that there is a legal obligation for the disclosure pursuant to Art. 6 (1) sentence 1 lit. c DSGVO.

## **4. Data subject rights**

You have the right:

- Revoke your consent at any time in accordance with Art. 7 (3) DSGVO. This means that we may no longer process the data based on this consent in the future;

- To request information about your personal data processed by us in accordance with Art. 15 DSGVO. In particular, you can request information about the processing purposes, the category of personal data, the categories of recipients to whom your data has been or will be disclosed, the planned storage period, the existence of a right to rectification, erasure, restriction of processing or objection, the existence of a right of complaint, the origin of your data if it has not been collected by us, as well as the existence of automated decision-making including profiling and, if applicable, meaningful information about its details;
- Demand the correction of inaccurate or incomplete personal data stored by us immediately in accordance with Art. 16 DSGVO;
- Demand the deletion of your personal data stored by us in accordance with Art. 17 DSGVO, unless the processing is necessary for the exercise of the right to freedom of expression and information, for the fulfilment of a legal obligation, for reasons of public interest or for the assertion, exercise or defence of legal claims;
- To request the restriction of the processing of your personal data in accordance with Art. 18 DSGVO, insofar as you dispute the accuracy of the data, the processing is unlawful, but you object to its deletion and we no longer require the data, but you need it for the assertion, exercise or defence of legal claims or you have objected to the processing in accordance with Art. 21 DSGVO;
- In accordance with Art. 20 DSGVO, to receive your personal data that you have provided to us in a structured, common and machine-readable format or to request the transfer to another controller; and
- To complain to a supervisory authority in accordance with Art. 77 DSGVO. As a rule, you can contact the supervisory authority of your usual place of residence or place of work or our association headquarters.

### **Right of objection**

If your personal data is processed on the basis of legitimate interests pursuant to Art. 6 (1) sentence 1 lit. f DSGVO, you have the right to object to the processing of your personal data pursuant to Art. 21 DSGVO, insofar as there are grounds for doing so that arise from your particular situation or the objection is directed against direct advertising. In the latter case, you have a general right of objection, which is implemented by us without specifying a particular situation.

If you wish to exercise your right of objection, simply send an e-mail to [datenschutz@zv.fraunhofer.de](mailto:datenschutz@zv.fraunhofer.de).