

## **Data protection information**

### **for events of the department Workforce Qualification and Technology Transfer at Fraunhofer IFAM**

This data protection information will inform you about the processing of your personal data that we collect from you in connection with your participation in face-to-face, online and blended learning events of the department Workforce Qualification and Technology Transfer at Fraunhofer IFAM (hereinafter: event). Your personal data will be processed in compliance with the applicable data protection regulations.

Personal data, as defined by Article 4 (1) General Data Protection Regulation (GDPR) include all information related to an identified or identifiable natural person.

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

Controller within the meaning of Art. 4 (7) GDPR is:

Fraunhofer-Gesellschaft  
zur Förderung der angewandten Forschung e.V.

Hansastraße 27 c,  
80686 Munich, Germany

Email: info@zv.fraunhofer.de  
Telephone: +49 (0)89 1205- 0  
Fax: +49 (0)89 1205-7531

on behalf of its Fraunhofer Institute for Manufacturing Technology and Advanced Materials IFAM

Wiener Strasse 12,  
28359 Bremen, Germany

Email: data-protection@ifam.fraunhofer.de  
Telephone: +49 421 2246-0  
Fax: +49 421 2246-300

The corporate data protection officer at Fraunhofer may be reached at the above-mentioned address in Munich, c/o Data Protection Officer or at [datenschutz@zv.fraunhofer.de](mailto:datenschutz@zv.fraunhofer.de).

Please feel free to contact the data protection officer directly at any time with your questions concerning your data protection rights and/or your rights as data subject.

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

### **a) Event registration**

If you want to register for an event, we collect the following mandatory data:

- prefix,
- first and last name,
- address,
- email address,
- date of birth,
- place of birth incl. country.

The purpose of processing the mandatory data is to identify you as an event participant, to check the provided data for plausibility, to reserve a spot for your participation and to establish a contractual relationship with you.

We also require your data in order to prepare name badges and lists of participants for other participants, as applicable, and to supply you with event information before, during, and after the event. This is done to ensure optimal participation for you and to allow us to plan the event and ensure that it goes smoothly.

We process data at your request and for the purposes described by Art. 6 (1) lit. b GDPR to fulfill the obligations of the participation agreement and to execute precontractual provisions.

We will use your email address to inform you about similar events organized by us in the future only if you have expressly consented to this use of your email address or if we have informed you thereof separately when collecting your email address and have pointed out your right to object to this use at any time. To the extent that this use is not based on consent, the processing takes place on the basis of Art. 6 (1) lit. f GDPR. We have a legitimate interest in notifying our participants of other events also organized by us.

In the case of events for which a fee is charged, the personal data we collect for the event are, in principle, stored until the end of the standard limitation period of three years after the end of the year in which the event was held, and the data is erased after that. In the case of free events, we erase the personal data collected by us no later than six months after the event was held. Storage beyond the respective period stated takes place only if and to the extent that:

- we are obligated to store the data for a longer period pursuant to Art. 6 (1) lit. c GDPR based on statutory obligations of storage and documentation (especially Sec. 147 of the German Fiscal Code (AO)). In this case, the data is stored only to the extent required by the retention obligation.
- a longer storage according to Art. 6 (1) lit. b GDPR is necessary for the implementation, processing and maintenance of the examination and we are obliged by the examination and certification body to store the data for a longer period.
- you have consented to storage beyond that pursuant to Art. 6 (1) lit. a GDPR.
- we use your email address and address as well as your first and last name, subject to the requirements set out in Sec. 7 (3) of the German Act Against Unfair Competition (UWG),

to inform you of future events by email or mail. In this case, we store your email address and your first and last name or respectively your address and your first and last name until you object to processing for this purpose.

### **Online registration**

If you register using an online form on our website, please also see our data protection information, accessible at <https://registration.ifam.fraunhofer.de>, that explains which data is already collected and processed as soon as you visit our website.

### **Foreign trade laws/sanction list screening**

Moreover, as a research institution, we are subject to various requirements pursuant to foreign trade regulations (among them Council Regulation (EC) No 2580/2001). In order to properly comply with these statutory requirements, we use your first and last name along with your address, date of birth and place of birth incl. country in order, among other things, to carry out sanction list screening. The processing is done pursuant to Art. 6 (1) lit. f GDPR. We have a legitimate interest in processing these data in this respect since otherwise, as the controller, we may be threatened with legal consequences.

### **b) Participation in an online event**

If the event in which you participate not on-site, but rather online (e.g. participation in an e-learning or via video- and/or audioconference), the following instructions shall also apply.

#### **E-Learning**

When you participate in one of our unseiner e-learning courses, a password-protected user account is set up for you on our e-learning platform (<https://e-learning.ifam.fraunhofer.de/?lang=en>).

For setting up the user account we collect the following mandatory data:

- first and last name,
- email address.

The purpose of processing the mandatory data is to identify you as a user of the e-learning platform and to set up your user account. We will also use your email address for notification functions, if these are activated.

Your password and email address together enable the access to your user account. In your user account, you can view and change the data the data saved in your user profile at any time.

You may voluntarily provide additional personal data (e.g. additional names, personal interests, additional optional input). This information is voluntary and is not required to set up the user account. The voluntary data allows us to plan and conduct the event in accordance with participants' interests.

When using the learning platform, further personal data about you is processed, which is necessary for the execution of the training courses and to prove the completion of a training course. We process the following data in this context:

- your learning progress,
- your messages, chat and forum contributions,
- your learning outcomes including learning assessments and tests.

Upon successful completion of a training course (or course module), personal certificates may be issued.

The certificate will contain your first and last name and the name of the training course. Optionally, date of birth and company affiliation can also be printed on. You can set this in your user account. The certificates are available digitally as a download.

We process data at your request and for the purposes described by Art. 6 (1) lit. b GDPR to fulfill the obligations of the participation agreement and to execute precontractual provisions.

The data in your user account is stored until the user account is deleted, which you can initiate yourself. The data from participation in a course is stored until the course is deleted. Results from learning assessments, tests and assignments as well as data on the completion of a course and the overall assessment are stored until the expiry of statutory retention obligations.

Your data will not be deleted if we are obligated to store the data for a longer period pursuant to Art. 6 (1) lit. c GDPR based on statutory obligations of storage and documentation (especially Sec. 147 of the German Fiscal Code (AO)) or if you have consented to longer storage pursuant to Article 6 (1) lit. a GDPR.

When signing in on our e-learning platform, please also see our data protection information, accessible at <https://e-learning.ifam.fraunhofer.de/?lang=en>, that explains which data is already collected and processed as soon as you visit our website.

### **Video- and/or audioconferences**

To conduct the online event we use a technical service provider as processor, which processes the data according to our instructions.

In connection with participation in the online event the following data may be collected:

- Access data: e.g., an individualized link through which you dial into the online event
- Content data: Contents of your contributions, e.g., in chats or in votes or files released by you. Image or sound recordings of you will be made only if and to the extent that you have separately consented to this in advance (Art. 6 (1) lit. a GDPR). The purpose as well as your consent to recording will be documented within the recording.
- Profile data: Data about yourself that you have voluntarily released in connection with the online event; for example, your name or your profile photo. Profile data is used for

personalization, for tailoring contents to the interests of the public and for a more personal style of communication.

- Dial-in data: This includes, for example, the date and time of your dial-in to the conference and the time you leave it.
- Support /Feedback data: Information in connection with the handling of any troubleshooting tickets or feedback.
- Telemetry data: These include diagnostic data in connection with the use of the service, including the transmission quality. These data serve to improve troubleshooting, securing and updating technical service and its monitoring. The legal basis is Art. 6 (1) lit. f GDPR. Our legitimate interests are the provision of a secure and error-free service for online events.

Unless otherwise specified, the processing of the data is done for the technical and content-related execution of the online event, i.e., for the performance of the contract (Art. 6 (1) lit. b GDPR) and we delete the data after 90 days at the latest.

During the conference, the following information is visible to other participants who are not the organizer: Your name, profile photo and your chat contributions.

We do not record whether you participated attentively in the event (e.g., whether you opened windows other than that of the online event, during the event).

If the online event takes place using the "Microsoft Teams" service, the following shall also apply:

The technical service provider is Microsoft Ireland Operations Ltd. in Dublin, Ireland ("Microsoft"), which works for us as a processor. Data storage takes place in the Microsoft Cloud, specifically in computing centers in the European geographic space. It is not anticipated to transmit personal data to a third country for reasons related to the operation of Microsoft Teams. Should you dial in from a third country, the processing ordered by us will be done using European computer centers in this case as well.

In providing the service Microsoft captures certain diagnostic and service data and uses these on its own authority for its own purposes. To the extent that Microsoft processes personal data in connection with its own legitimate business processes, Microsoft is the independent controller within the meaning of the GDPR for such processing. Particulars concerning the processing by Microsoft may be found at <https://docs.microsoft.com/de-de/microsoftteams/teams-privacy>

You may also participate in an online event based on Microsoft Teams even without your own Microsoft user account. If you do use your own Microsoft user account to participate, then additional data pursuant to the provisions of your Microsoft user account may be processed.

If the online event takes place using the "Vitero" service, the following shall also apply:

The technical service provider is Vitero GmbH, Nobelstrasse 15, 70569 Stuttgart ("Vitero"), which works for us as a processor.

When you participate in an online event based on the Vitero service, the following data is transmitted to Vitero:

- first and last name,
- email address,
- optional: profile picture.

Data storage takes place on Vitero's servers in Germany. Vitero solely uses this information for the purpose of performing the video- and/or audioconference. For this purpose, we entered into a data processing agreement with Vitero. By signing this agreement, Vitero undertakes to process the data in compliance with the General Data Protection Regulation (GDPR) and to uphold the rights of all data subjects. Vitero has assured us that personal data is extensively protected from unauthorized access. Vitero is barred from using the data provided by our participants for its own purposes and is not authorized to transfer the participants' data to third parties.

If the online event takes place using the BigBlueButton ("BBB") service, the following shall also apply:

When you participate in an online event based on the BBB service, the following data is transmitted to the BBB server:

- first and last name,
- email address,
- optional: profile picture.

When you participate in a BBB online event, your audio, video and text data is transmitted. All user data that is collected during a web conference is only stored to ensure technical operation, troubleshooting and error analysis and is automatically deleted after 14 days.

The BBB server is hosted as Fraunhofer IFAM, i.e. user-related data is not transmitted to third parties.

### **c) Subscribing to the newsletter in the context of the event**

In the context of the event, you have the option to register to receive our regular newsletter. You can do this either online when registering for the event or directly at the event itself by entering your email address in a form intended for this purpose.

Once you have subscribed, you will receive a registration notification by email, which you need to confirm to receive the newsletter (so-called double opt-in). Your email response serves as confirmation that you are in fact the person who initiated the subscription.

We will send you the newsletter exclusively if you have given your express consent pursuant to Art. 6 (1) lit. a GDPR.

You may unsubscribe at any time, e.g. via a link at the end of each newsletter. Alternatively, you may also unsubscribe by email via [data-protection@ifam.fraunhofer.de](mailto:data-protection@ifam.fraunhofer.de).

Your email address is erased without delay after you withdraw your consent to receive the newsletter, unless you have consented to storage beyond that pursuant to Art. 6 (1) lit. a GDPR or unless such storage is necessary, pursuant to Art. 6 (1) lit. b GDPR, for the performance of the contract.

Our service provider Mailingwork GmbH, Birkenweg 7, 09569 Oederan, Germany ("Mailingwork") sends our newsletter to your email address on our behalf. Mailingwork stores the email addresses of our newsletter recipients on their servers in Germany on our behalf. Mailingwork uses this information for the purpose of sending and evaluating newsletters on our behalf. For this purpose, we entered into a data processing agreement with Mailingwork. By signing this agreement, Mailingwork undertakes to process the subscriber data in compliance with the General Data Protection Regulation (GDPR) and to uphold the rights of all data subjects. Mailingwork has assured us that personal data is extensively protected from unauthorized access. Mailingwork is barred from using the data provided by our newsletter subscribers to contact the subscribers itself and is not authorized to transfer the subscriber data to third parties. As a reputable email sending service, Mailingwork is also certified by the Certified Senders Alliance.

#### **d) Photos and videos**

Photos and videos will be taken at physical events to document the event in pictures. Since you may be identified in these images, either directly or indirectly, they represent personal data.

The images will be used for news reporting directly associated with the event as well as for internal reporting at Fraunhofer.

Furthermore, the images will be published for the purpose of post-event reporting on our media platforms such as Facebook, Instagram or our website. This processing is required in particular to document and promote our event.

The legal basis for data processing is Art. 6 (1) lit. f GDPR. The purposes mentioned are legitimate interests within the meaning of the aforementioned provision.

The images will be stored for 3 years.

### **3. Forwarding data to third parties**

We do not transfer your personal data to third parties for purposes other than those mentioned above in this data protection information and here below.

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

Your personal data is disclosed to third parties where legally permissible and required, pursuant to Art. 6 (1) lit. b GDPR, for the performance of the contracts and agreements with you. This includes in particular disclosure of the data to DVS ZERT GmbH, Aachener Strasse 172, 40223 Düsseldorf, Germany for the purpose of planning and holding examination and certification procedures, to Ascora GmbH, Birkenallee 43, 27777 Ganderkesee, Germany for the purpose of the

central management of participant data as well as, in the case that you registered for an event that is held by one of our national or international [training partners](#), the disclosure of data for the purpose of planning and holding the event. Third parties may use the transferred data for the above-mentioned purposes only.

#### **b) For additional purposes**

Beyond the above, we disclose your personal data to third parties only if:

- you have given consent pursuant to Art. 6 (1) lit. a GDPR, or
- in the event that there is a legal requirement for disclosure pursuant to Art. 6 (1) lit. c GDPR.

#### **4. Rights of the data subject**

You have the following rights:

- pursuant to Art. 7 (3) GDPR, to withdraw your consent at any time. This means that we may not continue the data processing based on this consent in the future;
- pursuant to Art. 15 GDPR, to obtain access to your personal data processed by us. In particular, you may request information about the purposes of the processing, the categories of personal data concerned, the categories of recipients to whom the personal data have been or will be disclosed, and the envisaged period for which the data will be stored. Moreover, you have the right to request rectification, erasure, or restriction of processing, to object to processing, the right to lodge a complaint, and to obtain information about the source of your data if they were not collected by us, as well as about the existence of automated decision-making, including profiling, and, if applicable, meaningful information about the logic involved;
- pursuant to Art. 16 GDPR, to obtain the rectification of inaccurate data or the completion of your personal data without undue delay;
- pursuant to Art. 17 GDPR, to obtain the erasure of personal data saved by us unless processing is necessary to exercise the right of freedom of expression and information, to comply with a legal obligation, for reasons of public interest, or to establish, exercise or defend legal claims;
- pursuant to Art. 18 GDPR, to obtain restriction of processing of your personal data if you contest the accuracy of the data, the processing is unlawful but you oppose the erasure of the personal data, or if we no longer need the personal data but you still require the data for establishing, exercising or defending legal claims, or if you have filed an objection to the processing pursuant to Art. 21 GDPR;
- pursuant to Art. 20 GDPR, to receive your personal data that you have provided to us in a structured, commonly used and machine-readable format or to request the transmission of those data to another controller and
- pursuant to Art. 77 GDPR, the right to lodge a complaint with a supervisory authority. Generally, you may contact the supervisory authority of your habitual residence, place of work or the registered offices of our organization.



**Right to object**

If your personal data is processed on the basis of legitimate interests pursuant to Art. 6 (1) lit. f GDPR, you have the right to object to the processing of your personal data pursuant to Art. 21 GDPR if reasons exist for doing so that are based on your special situation or if the objection relates to direct marketing. In the latter case, you have a general right to object, with which we will comply without you having to provide information about a special situation.

If you would like to assert your right to object, an email to [datenschutz@zv.fraunhofer.de](mailto:datenschutz@zv.fraunhofer.de) will suffice.