

## Data Protection Guidelines

Please read carefully

### 1. Data Protection

Information about data protection with regard to our processing of applicants' data in the event of an actual paper to be given at the DMEA Congress in accordance with Sections 13, 14 and 21 of the General Data Protection Regulation (GDPR).

We take data protection seriously and hereby inform you how we process your data, and what claim and rights you are entitled to under the data protection regulations.

#### **1.1. Authority responsible for data processing, and contact details**

Responsible authority within the meaning of the data protection regulation:  
bvitg Service GmbH, Friedrichstrasse 200, 10117 Berlin

#### **1.2. Purposes for which we process your data, and the legal basis**

We process personal data in conformity with the provisions of the General Data Protection Regulation (GDPR), the Federal Data Protection Law (BDSG) and other applicable data protection regulations. Additional details or supplements to the purposes of data protection can be found in the relevant forms and other information supplied to you.

##### **1.2.1. Purposes for the performance of a contract or of precontractual measures (Section 6 Para. 1 S. 1 lit. b DSGVO / GDPR)**

Your personal data is processed for the purpose of handling your booking for a specific lecture activity and in this context in particular for the following purposes:

- Examination and assessment of your suitability for the planned presentation
- Realisation of the event
- Traceability of transactions, orders and other agreements as well as
- For quality control through appropriate documentation,
- Measures for the fulfillment of general due diligence obligations,
- Statistical evaluations for corporate management,
- Travel and event management,
- Travel booking and travel expense reporting,
- Authorization and badge management,
- Cost recording and controlling,
- Reporting,
- Internal and external communication,
- Contract-related communication (including appointments) with you,
- Assertion of legal claims and defense in legal disputes

## 1.2.2. Purposes within the scope of legitimate interests on the part of ourselves or third parties (Section 6 Para. 1 S. 1 lit. f DSGVO / GDPR)

Apart from the actual fulfilment of the (preliminary) agreement we also process your data, if applicable, if this is necessary in order to protect the legitimate interests of ourselves or of third parties. Your data is only processed then and inasmuch as there are no overriding interests on your part that mitigate against such processing, in particular, for example, for the following purposes:

- Measures for the continued development of existing systems, processes and services,
- Comparison with European and international anti-terror lists if this extends beyond the remit of statutory obligations,
- Enhancement of our own data, examples being through the use of or research into publicly accessible data where this is necessary,
- Safety of buildings and installations (e.g. by means of entry controls and video monitoring), if this extends beyond the scope of general due diligence,
- Internal and external investigations, security checks

## 1.2.3. Purposes within the scope of your consent (Section 6 Para. 1 S. 1 lit. a DSGVO / GDPR)

For specific purposes your personal data may also be processed on the basis of your own consent. As a rule, you may withdraw this consent at any time. You will be informed separately in an appropriate text about the purposes and the consequences of the withdrawal or refusal of consent.

As a rule, the withdrawal of consent is only effective in the future. Processing that has taken place prior to the withdrawal of consent is unaffected and remains lawful.

## 1.2.4. Purposes for the fulfilment of statutory provisions (Section 6 Para. 1 S. 1 lit. c DSGVO / GDPR) or in the public interest (Section 6 Para. 1 S. 1 lit. e DSGVO / GDPR)

In common with everyone involved in economic activities, we are also subject to numerous statutory obligations. These consist primarily of statutory requirements (e.g. Industrial Relations Law, Social Security Code, Commercial Code and Taxation Law), as well as supervisory or other regulatory provisions. The purposes of processing include, where appropriate, verification of identity and age, prevention of fraud and money laundering (e.g. checking against European and international antiterror lists), fulfilling fiscal, control and registration obligations and the archiving of data for the purposes of data protection and data security, as well as for the purposes of examination by accountants/auditors, fiscal and other authorities. Furthermore it may be necessary to disclose personal data within the scope of regulatory/judicial measures for the purposes of gathering evidence, prosecution or the enforcement of claims under civil law.

### 1.3. The data categories that we process, insofar as we do not obtain data directly from you, and the origin of such data categories

Insofar as this is necessary for the contractual relationship with you and the booking you have made, we shall, if necessary, process data obtained permissibly from other sources or from other third parties. Furthermore we process personal data that we have obtained or purchased by permissible means from publicly accessible sources (e.g. commercial register and the register of associations, resident registration, the press, internet and other media), insofar as this is necessary, and which we are permitted to process in accordance with statutory regulations.

In particular relevant personal data categories can consist of:

Addresses and contact details (professional and/or commercial contact details and comparable data, e.g. email addresses and telephone numbers), information about you on the internet or on social networks.

### 1.4. Recipients or categories of recipients of your data

Within our company your data is obtained by those internal departments or organisational units that require it in order to fulfil our contractual or statutory obligations, or within the scope of the processing and implementation of our legitimate interests. Your data is passed on the external agencies solely for the purposes whereby we are obliged or entitled to do so in order to satisfy statutory provisions, i.e. to provide information, for registration purposes or where we are required to pass on information (e.g. tax authorities), or if the passing on of data is in the public interest (see Item 1.2.4);

Insofar as external service companies process data at our request in their capacity as data processors or when undertaking specific functions (e.g. credit institutes, external data centres, printers or companies employed in data disposal, courier services, the postal service, logistics companies);

On the basis of our legitimate interest or the legitimate interest of third parties for the purposes referred to under Item 1.2.2 (e.g. to authorities, lawyers, courts, assessors, companies forming part of the group, committees and supervisory bodies);

If you have given us your consent to pass data on to third parties.

We may disclose your data to selected partner companies to enable us to process your data for the above purposes. Where necessary, we have concluded an order processing contract with the recipients.

We may also disclose your data to third parties if this is necessary to perform our services. These partners are as follows: Messe Berlin GmbH, Ungerboeck Systems International GmbH (Event Software), credit institutions and payment service providers, credit checks.

We may also transfer data if we are obliged to transfer data to public bodies or if such transfer is the subject of a Court order.

Insofar as we appoint service providers within the scope of order processing, your data that is held there is subject to the security standards that we have stipulated, in order to provide suitable protection for such data. In other cases, the recipients of the data may only use it for the purposes for which it has been supplied to them.

### 1.5. Length of time that your data is stored

We process and store your data in principle for the processing of your lecture activity (from booking to financial settlement) and if you make your data available to us for inclusion in our pool of speakers. This also includes the initiation of a contract (pre-contractual legal relationship).

Furthermore, we are bound by various obligations to preserve records and documentation, which arise from, among other things, the Commercial Code (HGB) and the General Fiscal Law (AO). As a rule, the periods that they specify for pre-serving records or documentation extend for up to ten years following the termination of the contractual relationship or the pre-contractual legal relationship. Correspondingly, electronic data will be deleted after six months. You will be notified of the details in connection with the respective process.

If the data for the fulfilment of contractual or legal obligations is no longer required, this will be deleted at regular intervals, unless its – fixed term – continued processing is required in order to fulfil the purposes described under Item 1.2.2 to satisfy the primary, legitimate interests of our company. Such a primary, legitimate interest is deemed to exist, for example, if deletion of the data is not possible or only at a disproportionately great expense, due to the particular way the data has been stored. In such cases we can store your data or possibly use it to a limited extent even after the termination of our contractual relationship for an agreed duration. In principle, in such cases deletion shall be replaced by a restriction on its processing. In other words, appropriate measures will be applied to block the data from being used in the customary way.

### 1.6. Your data protection rights

Under certain preconditions you can demand the following data protection rights from us:

Each of the affected persons has the right to disclosure in accordance with Section 15 DSGVO / GDPR, the right to correction in accordance with Section 16 DSGVO / GDPR, the right to deletion in accordance with Section 17 DSGVO / GDPR, the right to restrictions on processing in accordance with Section 18 DSGVO / GDPR and the right to data transferability in accordance with Section 20 DSGVO / GDPR. The restrictions in accordance with §§ 34 and 35 BDSG apply to the right to disclosure and the right to deletion. Furthermore, the right exists to lodge a complaint with a data protection authority (Section 77 DSGVO / GDPR in connection with § 19 BDSG).

Your applications regarding the exercising of your rights should if possible be made in writing to the address shown above.

### 1.6.1. Correction/Completion

You have the right to insist on the completion of data pertaining to you, or the correction of incorrect data pertaining to you (Section 16 DSGVO / GDPR).

### 1.6.2. Rights to deletion

You have the right to demand that data that directly affects you is deleted with immediate effect (Section 17 DSGVO / GDPR), or, alternatively, to insist on restrictions to the processing of your data (Section 18 DSGVO / GDPR), if this data is necessary for other legally permissible purposes.

### 1.6.3. Restrictions on processing

You have the right to insist on a restriction on the processing of your personal data if the correctness of the data is disputed by you, if the processing is not lawful but you reject its deletion and we no longer need the data but you, however, require it in order to assert, exercise or defend legal claims, or if you have raised an objection to the processing of the data in accordance with Section 21 DSGVO / GDPR;

### 1.6.4. Right to transfer

You have the right to insist on receiving the data pertaining to you that you have placed at our disposal, or to demand that it should be transferred to other responsible persons.

### 1.6.5. Right to lodge a complaint with a data protection authority

You have the right to lodge a complaint with the appropriate data protection authority. (Section 77 DSGVO / GDPR): Landesbeauftragte für Datenschutz und Informationsfreiheit Berlin [www.datenschutz-berlin.de](http://www.datenschutz-berlin.de)

### 1.6.6. Right of revocation

You have the right to revoke any consent that you have previously granted. This is applicable in the future (Section 7 Para. 3 DSGVO / GDPR).

### 1.6.7. Right of objection

You have the right to object to future processing of data pertaining to you (Section 21 DSGVO / GDPR). This objection can in particular be applied to direct advertising that processes this data for its own purposes.

### 1.6.8. Deletion of data

Data distributed by us is deleted as soon as it is not required for its intended purpose and there are no special, statutory obligations to retain it. For example, opening balance sheets and annual accounts must be retained for 6 years (§ 257 Section 1 HGB) and journal vouchers or taxation-relevant documents for 10 years (§ 147 Section 1 AO).

## 1.6.9. Questions concerning data protection

If you have any questions regarding data protection please send us an email to [dmea@bvitg.de](mailto:dmea@bvitg.de) or contact our data protection officers directly.

## 1.7. The extent of your obligations to make your data available to us

You need to provide only those data that are necessary for the processing of your booking or for a pre-contractual relationship with us or for which we have a statutory obligation to obtain. As a rule, without such data we would be unable to continue dealing with your booking process. Insofar as we request additional data from you, you will be informed separately about the voluntary nature of the details to be supplied.

## 2. Concluding provisions

Should any clauses of these general contractual conditions be ineffective either partially or fully, or if there are gaps in the contract, the effectiveness of the remaining clauses in the contract or parts of these clauses remains unaffected. The relevant statutory provisions shall apply in place of the ineffective or missing statutory regulations.

(Effective: October 2020)