

## **Information on data collection according to Art. 13 GDPR**

On May 25, 2018, the General Data Protection Regulation (GDPR) and the new Federal Data Protection Act went into force. These regulations provide for expanded information obligations. Therefore, in compliance with the new legal requirements as a Data Controller, we inform you about the personal data we collect from you, why we process this data and on what legal basis this is done, as well as what rights you have towards us.

We require your personal data or the personal data of your employees to implement our pre-contractual and contractual as well as other legal obligations. Without your data, we can neither conclude a contract nor fulfil our obligations under such a contract.

### **Name and contact details of the Data Controller**

TÜV Rheinland Akademie GmbH  
PersCert TÜV Business Unit  
represented by the Managing Directors:  
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Internet: [www.tuv.com/akademie](http://www.tuv.com/akademie)

### **Contact details of the Data Protection Officer:**

TÜV Rheinland Akademie GmbH  
Data Protection Officer  
Alboinstr. 56  
12103 Berlin  
E-mail: [datenschutz-akademie@de.tuv.com](mailto:datenschutz-akademie@de.tuv.com)

### **Categories of data we process, specifying the source from which the data originate**

We collect and process the following data:

- Personal master data (last name, first name, date of birth)
- Communication data (address, telephone, e-mail)
- Contract master data
- Contract billing and payment data
- Admission requirement:  
Knowledge and skills, educational attainment/qualifications
- Data on examinations and their results

### **Purposes of processing and legal basis**

We process your data to fulfill our contractual obligations.

The legal basis for the processing of your data is Art. 6 para. 1 lit. b) GDPR.

### Disclosure of data

Access to your data is limited to employees for whom this is absolutely necessary for the fulfilment of pre-contractual measures or fulfilment of the contract.

We are also required in certain cases to disclose your personal data to third parties. In particular, these may be service providers who support us in providing the contractual service. No further disclosure of your personal data will occur.

### Storage period

We process and store your data as long as it is necessary for the fulfilment of contractual or legal obligations. This includes, for example, statutory retention periods in accordance with the German Commercial Code (HGB). If the data are no longer required, they are regularly erased or blocked if further processing for a limited period of time is necessary, e.g.:

- Accounting-relevant data as defined in the German Fiscal Code (AO) and in the German Commercial Code (HGB)
- Examination and certification-relevant data

### Your rights

- Right to **information** concerning your processed data (Art. 15 GDPR)
- Right to **rectification** of inaccurate data (Art. 16 GDPR)
- Right to **erasure** (Art. 17 GDPR)
- Right to **restriction of processing** (Art. 18 GDPR)
- Right to **object** (Art. 21 GDPR)
- Right to **data portability** (Art. 20 DSGVO)
- In the case of data processing based on consent, you have the right to revoke your consent at any time with effect for the future.

To exercise your rights, you are welcome to turn to us, using the contact details provided above.

If you believe that the processing of your data violates data protection law or your data protection rights have otherwise been violated in any way, you can also complain to a data protection authority. The supervisory authority responsible for us is the

Berliner Beauftragte für Datenschutz und Informationsfreiheit  
(Berlin Commissioner for Data Protection and Freedom of Information)  
Alt-Moabit 59-61  
Visitor Entrance: Alt-Moabit 60  
10555 Berlin  
[mailbox@datenschutz-berlin.de](mailto:mailbox@datenschutz-berlin.de)