

Information duties in accordance with Article 13, Article 14 of the GDPR

Data processors, Body responsible	
Name and contact details of the body responsible as well as its representative if there is one	IPOKRATES Foundation c/o branch office m:con – mannheim:congress GmbH, Rosengartenplatz 2, 68161 Mannheim, represented by the Chairman of the IPOKRATES Foundation Josef Neu, University of Florida, USA
Scope of processing	
Sources from which the personal data is collected and declaration of the data collected	We process personal data you have given us (by e-mail, via a contact form, over the telephone or in person) or provided by other public sources.
Purposes for which the personal data will be processed	We process personal data with scope of your consent pursuant to Art.6 para 1 a GDPR, for the performance of contractual obligations pursuant to Art.6 para 1 b GDPR, for the compliance with legal obligations pursuant to Art.6 para 1 c GDPR and for the purposes of the legitimate interests pursuant to Art.6 para 1 f GDPR.
Examples for the purposes for which personal data will be processed	<p>Data may be processed for the following purposes:</p> <ul style="list-style-type: none"> • <u>If you have contacted us</u> by telephone, electronically, e.g. by e-mail, or by post or personal contact, we shall process the information passed over to us to handle your business as well as for our justified interest in staying in contact with you. • If you are already in a <u>(pre) contractual relationship</u> with us, we shall process the contact details we need to have to handle the contractual relationship (salutation, surname, given name, address, e-mail address) plus payment details (Method of payment, invoice address, payment details) for invoicing purposes. • If you would like to <u>exhibit at an event as an exhibitor</u>, we shall consequently collect, inter alia, your contact details (e.g. e-mail address, given name, surname, address, telephone number, fax number, department, position), your payment details (e.g. invoice address, VAT Reg No, order number, payment details) as well as specific data about the publication of your involvement as part of codes and exhibitor lists. • If you wish to give a <u>lecture at an event</u>, we shall consequently collect, inter alia, your contact details (e.g. e-mail address, given name, surname, address, telephone number, fax number, department, position) your payment details (e.g. invoice address, VAT Reg No, order number, payment details) as well as specific data about the publication of your involvement as part of codes and exhibitor lists. • If you wish to <u>be involved in sponsorship at an event</u>, we shall consequently collect, inter alia, your contact details (e.g. e-mail address, given name, surname, address, telephone number, fax number, department, position) your payment details (e.g. invoice address, VAT Reg No, order number, payment details) as well as specific data about the publication of your involvement as part of codes and exhibitor lists.

<p>Legal basis of processing</p>	<p>We process personal data in accordance with the provisions of the General Data Protection Regulations [GDPR] (EU-DSGVO) and the other data protection laws to which you have consented in accordance with Article 6 Para 1 a [GDPR] (EU-DSGVO), in the fulfilment of contractual duties in accordance with Article 6 Para 1 b [GDPR] (EU-DSGVO), for the fulfilment of legal obligations in accordance with Article 6 Para 1 c [GDPR] (EU-DSGVO), and as part of the balance of interests to protect our justified interests in accordance with Article 6 Para 1 f [GDPR] (EU-DSGVO).</p> <p>Data processing will be carried out within the course of the application procedure to set up employment. The prime legal basis for this is Article 88 Para 1 GDPR in conjunction with Section 26 Para 1 of the German Data Protection Act [BDSG]. Your data will only be processed for filling the specific position for which you have applied. In addition to this, health details may be necessary to processing for assessing your ability to carry out the work in accordance with Article 9 Para 2 h) in conjunction with Section 22 Para 1 b) BDSG.</p>
<p>If processing is based upon Article 6 Para 1 letter f GDPR the justified interests which are pursued by the Responsible body or a third party</p>	<p>Our justified interest herein consists in (i) Contacting you to set up a contract (ii) improving customer care and business relationships, (iii) keeping a record of them (iv), dealing with complaints and quality management (v) direct advertising to send out information and offers to you about events which will be carried out, or supported by us, or (vi) when setting up a contract subsequently, to respond to your enquiry quicker and more targeted and to provide you with an offer more suitable for you as well as (vii) to mount a defence against claims (viii) and/or to assert, and, if necessary, also enforce our claims for payment in the event of non-payment, for which we shall also put together a legal file as necessary.</p>
<p>The recipient or categories of recipients of personal data</p>	<p>Recipients of personal services may – depending on the services we provide - also be service providers or our clients</p>
	<ul style="list-style-type: none"> • Service Provider <p>In providing our services, we make use of a variety of service providers.</p> <p>We use customer management software from a service provider working for us for organizing, managing and carrying out our business relationships. The service provider will also be aware of your personal details in connection with servicing and maintaining the system.</p> <p>We also transfer personal data to service providers whose involvement is necessary for the fulfilment of the contract, whereby we limit the transfer of this data to the personal data (contact data) necessary for the fulfilment of the contract. This applies to services which we provide by calling in service providers (external service providers), such as the booth builder, the service provider for the</p>

	<p>provision of service and/or security personnel, the provider of catering services or travel and/or accommodation service providers, technical service providers or IT service providers.</p> <p>Your data which may also be contained in our legal files, will only be passed out by us as necessary to our service providers (payment service providers, accounting service providers, IT service providers, tax consultants, accountants, lawyers) as well as to state-run bodies or authorities e.g. our tax office and supervisory authorities, provided that it is necessary to do so).</p> <p>In addition to this your data will only be made available internally within our company to persons on a need-to-know basis. In the course of the application procedure we shall send out your data to the responsible specialist departments.</p> <ul style="list-style-type: none"> • Client <p>We also transmit personal data of our service providers to clients, whereby we limit the transmission of this data to the personal data (contact data) necessary for the execution of the contract. This concerns a service that requires coordination between several parties (the service providers, the clients and us), e.g. the transmission of contact data of service providers from the areas of trade fair construction, service and/or security personnel, catering, travel and accommodation service providers, or technical service providers to clients.</p>
<p>Term over which the personal data is to be saved, or, if this is not possible, the criteria for stipulating this term</p>	<p>We shall delete the collected data after we no longer need to save it, you have made use of your right of objection or your right to have it deleted, unless this is contradicted by statutory safekeeping obligations (such as keeping records for accounting reasons under the German Tax Code, the German Commercial Code or the German VAT Act) or if we have a justified interests in keeping said date, e.g. to mount a defense against claims.</p> <p>In the event that you are offered a position we shall add your personal details to your personnel file. After your employment with us has ended, we shall continue to save that personal data which we have to keep in safekeeping by law. This is demonstrated on a regular basis by legal duties to provide evidence and safekeeping requirements which, inter alia, are regulated in the German Commercial Code and German Tax Code.</p> <p>In the event of a refusal by you to accept a position offered to you by us, your application details shall be deleted no later than six months after the application procedure has been completed, unless you have granted us your permission to keep it in safekeeping for a longer period of time e.g. for inclusion in our applicants pool.</p> <p>Data may have to be kept for up to 10 years to comply with safekeeping periods laid down by law.</p>

Transfer of your data and involvement of countries other than Germany	
<p>Intention of the responsible body to send out the personal data to a third country or to an international organization, as well as the presence or absence of an adequacy decision by the commission or in the case of transmissions pursuant to Article 46 or Article 47 GDPR or Article 49 Para 1 Subpara 2 GDPR a reference to the appropriate or reasonable guarantees and the option to obtain a copy from you or where it is available.</p>	<p>In regard to the use of Microsoft products such as Office 365 or Windows 10 and related applications, it cannot be excluded that a transfer to a third country may occur, in particular the USA. According to the information provided by Microsoft, Microsoft processes personal data under the so-called EU-US Privacy Shield. The EU-US Privacy Shield is a standard contractual clause. The standard contractual clauses are standard conditions provided by the European Commission that can be used for the transfer of data outside the EU in compliance with the Directive. Microsoft has adopted the standard contractual clauses on the Online Services Terms of Use in all volume license agreements. The Article 29 Task Force has determined that Microsoft's implementation of the standard contractual clauses is in compliance with the Directive.</p> <p>At the time the EU-US Privacy Shield was adopted, Microsoft was one of the first companies to be certified. View Microsoft's Privacy Shield certification and read the Online Services Terms of Use. The EU-US Privacy Shield helps customers transfer data to the USA in accordance with their privacy obligations.</p>
Rights of the persons affected	
<p>The rights of the persons affected from you or where it is available.</p>	<p>As a person affected you will be informed that you have a right to information (Article 15 GDPR), correction (Article 16 GDPR), deletion or restriction (Article. 18 GDPR) to processing or a right to object to processing (Article 21 GDPR) as well as the right to have data transferred (Article 20 GDPR).</p> <p>Should you make use of your rights as above we shall verify whether the statutory preconditions hereto have been satisfied and you will be notified by us accordingly.</p> <p>If necessary, we would ask that you identify yourself, we are obliged to do so if we have any doubts.</p>
<p>Revocation of consent</p>	<p>You have the right to revoke your consent within the meaning of Article 6 Para 1 Letter a or Article 9 Para 2 Letter a GDPR at any time without the lawfulness on the basis of which consent was granted up until revocation being affected.</p> <p>If you have granted your consent to your data being processed, you may revoke it at any time. This type of revocation affects the admissibility of processing your personal data after you have informed us of the revocation.</p>
<p>Right of objection</p>	<p>Insofar as we base the processing of your personal details on a balance of interests, you may lodge an objection to your personal details being processed. This will be the case if processing is not necessary to fulfil a contract with you, which will be shown to you by us in each case in the following description of functions. When exercising this type of objection, we would ask that you show us the</p>

	<p>reasons why your personal details should not be processed by us. In the event that your objection is justified, we shall check the factual position and we shall either stop processing or modify the processing of your data, or show you our compelling reasons meriting protection on the basis of which we shall continue processing your data.</p> <p>Should you make use of your rights named above, we shall check whether the statutory preconditions for this have been fulfilled and you will receive from us notification to that effect.</p>
You will still be entitled to lodge a complaint with the supervisory authority	You also have the right to complain to a data protection supervisory authority about the processing of your personal data by us.
Information on the existence of automated decision making, including profiling	No automated decisions are made, and no profiling is done.
Change of purpose for the processing of personal data	As soon as we intend to further process the personal data for a purpose other than that for which the personal data was collected, we will provide you with information about this other purpose and any other relevant information in accordance with Art. 13 Para. 2 DSGVO prior to such further processing.
Exercising rights	If you want to exercise one of your rights as a data subject, this can be done informally. For documentation reasons, we ask you to send an e-mail to annette.oehmann@mcon-mannheim.de stating your name and address.
Processing the exercised rights	Should you make use of your above mentioned rights, we will check whether the legal requirements for this are fulfilled and you will receive a corresponding notification from us as soon as possible, which in individual cases can take up to 4 weeks.
Additional information obligations if the personal data has not been collected from the data subject (Art. 14 DSGVO)	If we have not received your personal data from you, we will inform you of the source of the data or whether we have taken it from publicly available sources, if applicable. We will then provide you with the information within a reasonable period of time, but no longer than one month. In the case of communication with you, you will receive the information with the first communication to you. If disclosure to another recipient is intended, you will receive the required information no later than the time of the first disclosure.