

# Information for the data subject of the direct collection of personal data

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(ART. 13 GDPR)

## CONTROLLER, AS DEFINED BY LAW, IS

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## LEGAL REPRESENTATIVES

Helen Edwards, Managing Director, Tel: +44 (0) 117 973-9244, email: [HEdwards@cyton.com](mailto:HEdwards@cyton.com)

## DATA PROTECTION OFFICER

Carsten Knoop, appointed for knoell Germany GmbH, Konrad-Zuse-Ring 25, 68163 Mannheim, Germany, Tel: +49 5221/8549691, email: [datenschutz@knoell.com](mailto:datenschutz@knoell.com)

## DETAILS OF THE PROCESSING ACTIVITY

### PURPOSES OF THE PROCESSING ACTIVITY

Collection of participant data for the carrying out of training courses (including preparation, participant lists, name badges, attendance lists, certificates) and proposals and invoicing as well as an optional use for inclusion on a waiting list.

Collection of personal data from concerned persons for the performance of services (preparation and implementation of orders, storage of contact data in an internal database to ensure communication with clients, naming of contact persons in contracts, letters, emails, invoices, etc.) for these persons or their employers.

### LEGAL BASIS OF THE PROCESSING ACTIVITY

The processing is necessary for the performance of a contract or in order to take steps prior to entering into a contract in accordance with Art. 6(1)(b) GDPR.

### CATEGORIES OF RECIPIENTS

Internal  
Other recipients (training speakers (in some instances experts from third countries))  
Cooperation partners and vicarious agents

## DATA TRANSFER TO A THIRD COUNTRY

The controller plans data transfer to a third country.

Depending on the specific training course / relevant services, the controller plans to convey the personal data to the following third countries: generally worldwide, but in particular to the relevant knoell group members in P.R. China, Thailand, United States of America, Japan, Korea and Switzerland.

To guarantee data protection, 'EU Standard Contractual Clauses' are used, and appropriate on-site technical and organizational measures in place.

## ADDITIONAL INFORMATION REQUIREMENTS

### STORAGE PERIOD OF PERSONAL DATA

10 years (A0) (German Fiscal Code) (Deletion after 10 years. Retention period in accordance with section 147 A0 to provide accounting evidence of booking.)

### RIGHTS OF THE DATA SUBJECT

You have the right to access information about the personal data stored (Art. 15 GDPR), the right to rectification (Art. 16 GDPR), the right to erasure (Art. 17 GDPR) and the right to restriction of processing (Art. 18). Furthermore, you have a right to object to the processing (Art. 21 GDPR) and the right to data portability (Art. 20 GDPR).

If you would like to exercise your rights, please contact the above-named data protection officer.

### RIGHT OF COMPLAINT

You have the right to lodge a complaint with the competent supervisory authority.

### DUTY TO PROVIDE PERSONAL DATA

You are not obliged to provide personal data.

### AUTOMATED DECISION-MAKING

There is no automated decision-making or profiling.