

Data protection instructions in accordance with the EU General Data Protection Regulation of the AQAI GmbH

Valid for customers and interested parties of „Quality Assurance in Applied to Anesthesia and Intensive Care Medicine GmbH“

State: May 2018

The following information provides an overview of the processing of personal data in accordance with art. 13 & 14 DSGVO by AQAI and personal rights under the Data Protection Act. The details of the processed data and the way in which it is used is determined by the agreed purposes, which include primarily conducting training, attending courses, events or marketing products.

1. Who is responsible for the data processing and who can be contacted?

The company responsible within the meaning of the General Data Protection Regulation, other data protection laws in the Member States of the European Union and other provisions of a data protection character is:

AQAI GmbH

Wernher-von-Braun-Str. 9

55129 Mainz, Deutschland

Tel.: +49 (0) 6131 - 380 754 0

E-Mail: info@aqai.de

Website: www.aqai.eu

The responsible data protection officer is:

Thomas Semmel-Griebeler
AQAI GmbH
Wernher-von-Braun-Str. 9
55129 Mainz, Deutschland

Tel.: +49 (0) 6131 - 380 754 0

E-Mail: datenschutzbeauftragter@aqai.de

Website: www.aqai.eu

Every affected person may contact our data protection officer at any time with any questions and suggestions on data protection.

2. What sources and data are used?

AQAI processes personal data of its employees, customers of courses, as well as customers of products, which voluntarily provide AQAI with their data. Furthermore, AQAI processes personal data that is used to provide information and marketing. Such are taken online from the freely accessible information portals, such as websites of the respective hospitals and other facilities.

Relevant personal data, which are processed in the context of courses and events, are conclusive: Family name, first name, title, employer address, contact details (email, telephone and fax), gender, employer, service grade and job title.

In the event that AQAI GmbH is instructed to make bank transfers, the account details provided will be stored and processed.

When carrying out courses with a certificate, the participant list and, if applicable, exam performances are processed.

During courses or events (such as incident management courses, sedation classes, skill training, or other events) videos of the participants will be recorded. In these cases, AQAI requires a written agreement by the participants according to article 6 paragraph 1(a) DSGVO.

3. What is the processed information for (purpose of processing) and on what legal basis?

We process the personal data in accordance with the provisions of the EU General Data Protection Regulation (DSGVO) and the federal Data Protection Act (DSGVO national):

a) Fulfillment of contractual obligations (article 6, paragraph 1b) DSGVO)

The processing of personal data is carried out to safeguard the rights and obligations of customers, such as the payment of course fees or the dispatch of certificates of attendance. Furthermore, the processing of personal data of participants takes place in the sense of smooth workflow and assignment of the people on site, the eventual informative contact in advance, as well as the verification of incoming payments. In the case of issuing certificates, the name, contact and, if applicable, examination results are recorded.

b) In the context of the balance of interests (article 6, paragraph 1 lit. f) DSGVO)

If necessary, AQAI processes data beyond the actual fulfillment of the contract for the protection of legitimate interests:

- Info mails via mail or email to current training events or other events of AQAI
- Information about the organization (location, schedule and other information) to interested customers.

Given the non-sensitive and publicly available data used by those concerned, AQAI believes that using the data for the above items is legitimate. In addition, the interest on part of the recipients for such content should be high, as all physicians are under the Further Education Ordinance to regularly occupy such events.

c) Because of personal consent (article 6, paragraph 1 lit. a) DSGVO)

Insofar consent has been given to the processing of personal data for specific purposes, the legality of this processing is based on personal consent. A given consent can be revoked at any time. This also applies to the revocation of declarations of consent, which were granted before the validity of the DSGVO on 25.5.2018. Services provided only with consent are:

- Video recording during course events
- Photographs for marketing purposes

4. Who receives the data?

Only employees of AQAI GmbH and those who have a legal obligation to access the personal data (DSGVO art. 6 par.1 c))

In the case of data processing by third parties (DSGVO art. 28), the recipient will be informed on a case-by-case basis and AQAI will get the personal consent.

5. Are data transmitted to a third country or an international organization?

A transfer of personal data to countries outside the EU or the EEA (so-called third countries) does not take place by AQAI GmbH.

When AQAI's website is visited, personal surfing behavior can be statistically evaluated. This happens mainly with cookies and with so-called analysis programs. The analysis of personal surfing behavior is usually anonymous; the surfing behavior cannot be traced back. The suppliers of this work also transmit this information to servers that are operating abroad. There is the possibility to object to this analysis or prevent it by not using certain tools. Details can be found in AQAI's privacy policy under points 11ff. We will inform about the possibilities of objection in this privacy policy.

6. How long is data stored?

AQAI processes and stores personal information as long as it is necessary for the fulfillment of contractual and legal obligations. If the data is no longer required for the fulfillment of contractual or legal obligations, these are deleted on a regular basis. AQAI distinguishes between three groups of affected persons:

Client data:

AQAI processes and stores personal data as long as it is necessary for the fulfillment of contractual and legal obligations. Clients are persons or institutions that commission AQAI to conduct courses, seminars or other events.

Participants of seminars:

AQAI processes and stores personal data (possibly examinations) as long as it is necessary for the fulfillment of contractual obligations. The participants master file data is stored for ten years from the date of the last invoice to comply with the statutory requirements of § 257 par. 1 No. 1 and 4 HGB

Customer:

AQAI processes the data of customers who purchase product, as long as it is necessary for the fulfillment of the order or corresponds to the statutory requirements of § 257 par. 1 No. 1 and 4 HGB.

7. What privacy rights are there?

Each affected person has the right to inquiry under article 15 of the DSGVO, the right of correction under article 16 DSGVO, the right to cancellation under article 17 DSGVO, the right to restriction of processing under Article 18 DSGVO, the right to object under article 21 DSGVO and the right to data portability under article 20 DSGVO. With regard to the right of cancellation and the right to object, the restriction on the required data according to DSGVO art. 17 (2) applies. In addition, there is a right of appeal to a data protection supervisory authority (article 77).

Persons concerned may revoke consent to the processing of personal data at any time. This also applies to the revocation of declarations of consent that were issued to AQAI prior to the validity of the EU General Data Protection Regulation, i.e. before 25 May 2018. Please note that the revocation only works for the future. Processing that occurred before the revocation is not affected.

8. Is there a duty to provide data?

In the context of a commission of AQAI, people concerned must provide the personal data that are required for the acceptance and execution of this contract and the fulfillment of the associated contractual obligations or to the collection of which AQAI is legally obliged. Without this data, AQAI will generally have to refuse to conclude the contract or to execute the order or be unable to complete an existing contract and possibly terminate it.

9. To what extent is there an automated decision-making process (including profiling)?

In principle, AQAI does not use fully automated decision-making pursuant to Article 22 of the DSGVO to justify and implement the business relationship.

10. Further information

For more information, please see our privacy policy www.aqai.eu/en/privacy-policy.php.