

Data protection information

For participants of iTAC product trainings

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Explanatory note

For the organisation and implementation of our product training courses, it is necessary to collect and process the personal data of training participants. This is done in accordance with the applicable European and German data protection regulations (GDPR and new Federal Data Protection Act).

What data do we collect?

We collect the following mandatory data when you register for a training course:

- - Salutation
- - First name
- - Surname
- - Company name
- - Address of the company (street, house number, postcode, town)
- - Country
- - E-mail address of the training participant

During the training, the collection and use of personal data is avoided wherever possible, i.e. anonymised user names are used for logging in to exercise installations. Furthermore, all user data generated by the exercises will be deleted immediately after the end of the training.

anonymisierte Benutzernamen verwendet. Ferner werden alle durch die Übungen erzeugten Benutzerdaten unmittelbar nach Beendigung der Schulung gelöscht.

For what purpose do we collect and process data?

We process your personal data to ensure the smooth running and organisation of the training event and for related administrative purposes.

This includes communication with the training participants as part of the training preparation and follow-up, the provision of resources and processing for invoicing purposes.

The legal basis is Art. 6 para. 1 lit. a, b, c GDPR

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To whom can your data be passed on?

If there is no legal basis for disclosure, we will ask for your express consent before transferring your data.

In some cases, we use external service providers to process your personal data. These are carefully selected and commissioned by us. They are bound by our instructions with regard to the use and processing of your data. The data passed on to our service providers may only be used by them to fulfil their tasks. For example, payment data is passed on to the relevant service provider and to our house bank in order to process payroll and remuneration.

Deletion of the collected data

The above-mentioned data and data generated during the training will be deleted immediately after the end of the training, unless they are subject to a retention obligation by law (accounting).

The legal basis is Art. 5 para. 1 lit. e

The data will only be processed in our company for the above-mentioned purposes. Your personal data will only be transferred to third parties within or outside the company, the Group or other third parties if

- - this is necessary for the processing of our employment relationship (Art. 6 para. 1 sentence 1 lit. b GDPR)
- - or if there is a legal obligation pursuant to Art. 6 para. 1 sentence 1 lit. c GDPR, or
- - if the disclosure is necessary for the assertion, exercise or defence of legal claims and there is no reason to assume that you have an overriding interest worthy of protection in not disclosing your data (Art. 6 para. 1 sentence 1 lit. f GDPR).

What rights do you have regarding your data?

- - You have the right to information about the personal data we process about you (Art. 15 GDPR). In the case of a request for information that is not made in writing, we ask for your understanding that
- that we may then require you to provide proof that you are the person you claim to be.

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- - You have the right to rectification, erasure or restriction of processing insofar as you are legally entitled to do so (Art. 16, 17, 18 GDPR).
- - You have the right to object to processing insofar as you are legally entitled to do so (Art. 21 GDPR)
- - You have the right to data portability, insofar as you are legally entitled to this (Art. 20 GDPR),
- - You have the right to lodge a complaint. This gives you the opportunity to lodge a complaint with the competent supervisory authority (state data protection officer) if you believe that we are not processing your personal data correctly (Art. 77 GDPR).
- - If the personal data has been collected because you have given your consent, you have the right to withdraw this consent at any time and without giving reasons (Art. 7 para. 3 GDPR). Your data will then no longer be processed from the time we receive your objection.
- Abs. 3 DSGVO). Ihre Daten werden dann ab dem Zeitpunkt des Eingangs Ihres Widerspruchs nicht mehr weiterverarbeitet.

Who is your contact person for data protection?

Your contact person for data protection is the company data protection officer of iTAC-Software AG (see details in the footer).

Online training

If face-to-face training is not possible due to adverse circumstances (e.g. lockdown during a pandemic), it can also be conducted online using an appropriate collaboration tool (Microsoft Teams). iTAC Software AG will not make any recordings of these training courses or collect personal data in any other way.

Online training courses are labelled as such in the training calendar. By registering for an online training course, you agree to the procedure described.

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