

## Data protection declaration / Privacy statement

for participants of the Manager Training Programme run by the German Federal Ministry for Economic Affairs and Energy (BMWi) **on the storage and use of personal data** by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

### Responsible organisation:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

### Addresses of the responsible organisation:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

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As the protection of your personal data is very important for GIZ, this declaration explains which personal data of participants in the manager training programme are stored and what the data are used for.

- The data collected in the application form are used exclusively for planning and implementing the programme and are stored on GIZ servers. These data are used specifically for handling the following aspects of the programme:
  - a) Preparing and conducting the training programme (organising visits to companies and training courses);
  - b) Preparing and implementing cooperation exchanges (publication of anonymised data on the internet);
  - c) Making appointments in connection with issuing visas;
  - d) Access to the GlobalCampus21® (GC21) learning platform;
  - e) Insurance during training in Germany;
  - f) Evaluating the programme results after completing the programme in Germany, at the end of the follow-up phase and three years after conducting the programme in Germany;
  - g) Reporting immediately after completion of the programme in Germany and three times during the 12-month follow-up phase.
  - h) Organising and conducting follow-ups and subsequent debriefing
- The following data are also stored in the implementation phase: results of the online self-check (incl. Name and home country), cooperation projects, test results and final presentations by participants, information on the business transactions concluded as part of the programme and on the implementation status of the programme objectives.
- GIZ uses appropriate technical and organisational measures to secure the data against unintentional or intentional falsification, destruction, loss or access by unauthorised persons. Access to personal data is restricted to those GIZ staff members who work in the BMWi manager training programme and who need to process these data for the purpose stated above.
- GIZ is furthermore entitled in the course of implementing the programme to pass on data such as family name, given name, date of birth, complete address, email and phone numbers, passport data, training,

information on the participant's company and role within the company, and training goals, for further processing by the following organisations/agencies:

- German Federal Ministry for Economic Affairs and Energy (Annual Report)
  - Training centre in Germany (preparation, implementation and follow-up of the programme)
  - Support team of the GC21 learning platform (setting up a participant profile and adding the data to the cooperation data base on the GC)
  - Companies, chambers of commerce and industry and business associations in Germany (brokering of business contacts with German companies in the given sector)
  - Trainers and experts (preparatory seminars and courses)
- Participant data such as family name, given name, date of birth and passport data are passed on to the following organisations:
    - Implementing organisations in partner countries (support with granting visas),
    - German embassy in the partner country (granting visas)
    - EUROPA health insurance, AXA accident and liability insurance (insurance for participants)
  - Before data are passed on to other individuals or institutions outside GIZ and the organisations mentioned above – even in an anonymised form – the person responsible will contact the individuals (data subjects) concerned.
  - The data will be used exclusively for the purposes described in this declaration. Any other use will always require renewed consent.

The person signing this declaration is entitled to inquire about his/her personal data, to have the data corrected if necessary, and to demand that the data be deleted. He/she may withdraw consent to this use of his/her personal data. Please send the revocation of consent by email to: [mp.bmwi@giz.de](mailto:mp.bmwi@giz.de).

In accordance with Art. 17 and 18 of the EU General Data Protection Regulation (GDPR) any data processed by us shall be routinely deleted or the processing thereof limited as soon as this information is no longer required for the intended purpose, or when affected individuals do not submit their separate consent, or when statutorily prescribed retention periods and obligations render the extended storage of data obsolete.

If the participant does not agree to the principles of this data protection declaration or revokes his/her consent, that person's participation in the programme cannot be ensured.

### **Declaration of consent**

If my application is successful and I subsequently take part in the programme, I hereby consent to my personal data being stored and used for the purposes stated above. This consent shall remain valid for a period of up to three years after the end of the programme.

If my application is not successful, I hereby consent to GIZ storing my documents for a period of up to one year after signature of this declaration, and to the data being automatically deleted only after that period has elapsed.

Given name and family name (in block letters): \_\_\_\_\_

Place, date: \_\_\_\_\_

Signature: \_\_\_\_\_