

## Data of Participant

Name	First Name
Company	Department
Street	Postcode/city
Country	VAT ID number
Phone	E-mail

## Billing address (if different to above)

Invoice to be sent to	Contact person
Order no. (if available)	
Street	Postcode/city
Country	VAT ID number
Phone	E-mail

## The registration is being made for the following course

- European Adhesive Bonder – EAB
- European Adhesive Specialist online– EAS online
- Seminar “Adhesive Bonding Technology”

Seminar code \_\_\_\_\_ Date (course start/end) \_\_\_\_\_

Notes (e.g. if only single course weeks being booked)

- With my signature I accept the attached general terms and conditions for the event.
- With my signature I declare that I have taken note of the attached data protection information for the event.

When registering for the event, we will use the email address you provide to inform you about similar events in the future. You can opt out of receiving this information at any time by using the unsubscribe link included in the emails or by sending an email notification to [data-protection@ifam.fraunhofer.de](mailto:data-protection@ifam.fraunhofer.de).

Place/date \_\_\_\_\_ Signature of the person making the booking \_\_\_\_\_



[www.bremen-bonding.com](http://www.bremen-bonding.com)

Fraunhofer Institute  
for Manufacturing  
Technology and Advanced  
Materials IFAM  
– Adhesive Bonding Technology  
and Surfaces –  
Workforce Qualification and  
Technology Transfer

Wiener Strasse 12  
28359 Bremen, Germany  
Fax: +49 421 2246-300  
[register@ifam.fraunhofer.de](mailto:register@ifam.fraunhofer.de)

Local co-operation partner for North  
America:

ChemQuest Technology Institute  
1100 Confroy Drive, Suite 2 | South Boston,  
VA 24592 Phone: +1 614.946.3029  
[mbiller@chemquest.com](mailto:mbiller@chemquest.com)

## European Adhesive Bonder – EAB

(one-week section)

The course fee is \$2820 USD and covers:

- Digital preliminary course
- Course documentation
- EWF certificate
- Lunch and drinks during breaks

There is an additional one-off examination fee of \$425 USD.

## European Adhesive Specialist online – EAS online

(online course with 5 days attendance phase)

The course fee is \$8595 USD and covers:

- Course documentation
- EWF certificate
- Lunch and drinks during breaks during the attendance phase

There is an additional one-off examination fee of \$645 USD.

## Seminar “Adhesive Bonding Technology”

(three days section)

The course fee is \$2120 USD and covers:

- Course Documentation
- Fraunhofer certificate
- Lunch and drinks during breaks

All travel & lodging expenses are the responsibility of the attendee. Contact ChemQuest for corporate hotel rates.

The prices apply to the course languages German and English. Prices may vary for other languages.

For companies abroad: prices are after deduction of any direct taxes and duties that may be incurred in your country (e.g. withholding tax). In addition, you are obliged to declare and pay any indirect taxes (e.g. VAT) that may be due in your country. Payment for the course must be received prior to the course by ChemQuest (Terms - Net 15 days).



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## Conditions for participation

### European Adhesive Bonder – EAB

#### Seminar "Adhesive Bonding Technology"

Participants must have a sufficiently good knowledge of the course language to enable them to understand the course material and take the examinations (written and oral).

### European Adhesive Specialist online – EAS online

A precondition for taking the examinations is successful completion of a professional qualification or technical qualification on EQF level 4 (high school diploma is for example EQF level 3) or an EAB diploma

Participants must have a sufficiently good knowledge of the course language to enable them to understand the course material and take any relevant examinations (written and oral).

I confirm with my signature that I fulfill the conditions for participation.

By signing this document I confirm that I will not pass on any examination materials and will not participate in any attempts to cheat. In addition, I agree to the certification body, on request, passing on information about certificates that have been issued.

I have received, read, and accept the General Terms and Conditions of Business of Fraunhofer IFAM and the data privacy statement of Fraunhofer IFAM and agree to the storage and use of data in the manner described therein.

\_\_\_\_\_

Place/ Date

\_\_\_\_\_

Signature participant



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**General Event Conditions for Events of the Department of Workforce Qualification and Technology Transfer at the Fraunhofer Institute for Manufacturing Technology and Advanced Materials IFAM**
**1. Scope**

- (1) These General Terms and Conditions for Events apply to events organized by the Fraunhofer-Gesellschaft zur Förderung der angewandten Forschung e.V., Hansastraße 27c, 80686 Munich, Germany, Register Court: Munich Local Court, Register of Associations No. VR 4461, or its institutes or research facilities (hereinafter "Fraunhofer"). They regulate the rights and obligations in connection with the participation in such an event by the contracting party ("participant").
- (2) The Fraunhofer Institute for Manufacturing Technology and Applied Materials Research IFAM is a legally dependent institution of Fraunhofer. The events held by the Department of Workforce Qualification and Technology Transfer at the Fraunhofer Institute for Manufacturing Technology and Advanced Materials IFAM are therefore deemed to be Fraunhofer events. All of the rights and obligations regulated in these General Event Terms and Conditions therefore exist for and against Fraunhofer. Statements made by the Fraunhofer Institute for Manufacturing Technology and Advanced Materials IFAM are to be attributed to Fraunhofer. However, the contact person for events organized by an institute remains the institute itself ("organizer").
- (3) These General Event Terms and Conditions shall apply exclusively unless otherwise expressly stipulated in the following provisions. Conflicting, deviating or supplementary provisions of the participant shall not become part of the contract, even if Fraunhofer does not expressly object to them.
- (4) In addition to these General Event Terms and Conditions, the security guidelines applicable at the respective venue and the respective house rules must be observed.
- (5) These General Event Terms and Conditions apply to all types of events, this includes in particular face-to-face events, online events (digital events whose participation takes place exclusively by means of an end device via the Internet) and blended learning events (events with a face-to-face phase and an online phase). If a contractual relationship with a third party is required for the technical implementation of an online event or an online phase of a blended learning event (e.g. registration and/or user account with online service provider), the respective terms of use and/or general terms and conditions of this third party must also be taken into account. Insofar as the services of the third party are concerned, Fraunhofer shall not become a contractual partner.
- (6) Insofar as a contractual relationship with a third party is required for the implementation of an event (e.g. implementation of examination and certification procedures by an external provider), the respective terms of use and/or general terms and conditions of this third party must also be taken into account. Insofar as the services of the third party are concerned, Fraunhofer shall not become a contractual partner.
- (7) The contractual language is German.

**2. Subject of the contract**

- (1) The subject matter of these General Event Terms and Conditions is the participation in an event by the participant, the implementation of the event and the provision of any event-related services by the organiser.
- (2) The content, schedule and other details of an event can be found in the respective event description (cf. Clause 7).

**3. Registration; Conclusion of contract; On-site registration**

- (1) Registration for an event can be made via websites used for this purpose by Fraunhofer or the organiser or via registration forms provided.
- (2) Unless otherwise stipulated in individual cases, the participant makes an offer to participate in the event by completing and submitting the registration form provided. A contract for participation shall be concluded upon acceptance of this offer by the organiser. Acceptance is effected by means of a registration confirmation sent by e-mail or post.
- (3) In the case of online registration, the participant will receive an automated confirmation by e-mail that his/her registration has been received. This e-mail does not yet constitute acceptance within the meaning of Clause 3, Paragraph 2. The number of participants at each event is limited. If more registrations are received than participant places available, the registrations will generally be considered in the order in which they are received. Anyone who does not receive a participant place will be notified.
- (4) The confirmation of registration must be brought to a face-to-face event or a face-to-face phase of a blended learning event and presented if necessary. Participation without presentation of the confirmation cannot be guaranteed. Participants who wish to claim a discount may have to verify their status on site.
- (5) Confirmations of registration are generally binding and entitle the participant to take part in the relevant event. A right to participate in certain parts of the programme only exists if these have been expressly booked in advance. This applies in particular to programme components with a limited number of participants. In the case of free participation in face-to-face events with a limited number of participants, Fraunhofer also reserves the right to deny access to the event on site - if necessary only temporarily and/or for parts of the event - for security reasons, insofar as the spatial capacities so require. Fraunhofer shall draw attention to such non-binding participation at an early stage if possible.
- (6) For individual events, access to a face-to-face event or a face-to-face phase of a blended learning event requires on-site registration. If necessary, name badges and/or other optical/technical means of identification are issued for access. This ensures that only participants or other authorised persons are granted access to the event. Name badges and other means of identification may not be passed on to third parties.

**4. Examination**

- (1) For events where one or more examinations have to be taken, the course guidelines as well as the respective valid examination regulations can be viewed on request at the organiser.
- (2) The specified examination fee includes the verification of the participation requirements, the taking of the examination, its one-time correction and the preparation of the associated certificate. If the participant does not pass the examination, the examination fee will not be refunded. If the participant does not pass a part of the (written/oral/practical) examination, he/she has a free retake attempt on an examination date already fixed in advance at another event. If the participant fails a part of the examination or the entirety of the examination again, he/she will have to pay an examination fee again for another examination.
- (3) If, in the case of Clause 4, Paragraph 2, Sentence 3, the participant is still entitled to a free repeat attempt, but the participant is unable to attend the appointment

and the examination committee has to be convened for a new appointment for the examination specifically for this reason, the participant will incur a new examination fee.

- (4) The admission requirements for a course must be verified by the start of the course at the latest. Interested parties who do not meet the admission requirements can participate in the course as a guest student and take the examination in accordance with the valid examination regulations. In these cases, a certificate of attendance will be issued upon successful completion.

**5. Technical requirements, participant's obligations to cooperate in online events/online phases of blended learning events**

- (1) Participation in an online event or the online phase of a blended learning event requires an internet connection, an end device including a corresponding common web browser or, if applicable, further software (in each case according to the state of the art). The exact technical requirements for participation can be found in the organiser's event description or will be sent to the participant by e-mail before the start of the event.
- (2) The participant is responsible for fulfilling the technical requirements. If the participant does not meet the technical requirements or if technical malfunctions occur during the online event or the online phase of a blended learning event for which the participant is responsible, this does not release the participant from any obligation to pay.

**6. Registration, availability for online events/online phases of blended learning events**

- (1) If separate registration is required for participation in the online event or the online phase of a blended learning event, the organiser will inform the participant accordingly in good time before the event.
- (2) If the participant receives access data for participation in the online event or the online phase of a blended learning event, the participant may not pass on these access data to third parties. The participant is obliged to treat access data confidentially and to protect it from access by third parties. The participant is obliged to inform the organiser immediately if there are indications of misuse of the access data by third parties.
- (3) In the case of free participation in online events, the organiser reserves the right to deny access to the event - if necessary only temporarily and/or for parts of the online event - if the technical capacities require this.
- (4) Online events or online phases of a blended learning event are generally only available in real time on the scheduled date and cannot be accessed subsequently.

**7. Contract information**

You can access, save and print these General Event Terms and Conditions [here](#). We save the text of the contract (contract information and conditions of participation). Your contract information (booked event, participants, participation fee, if applicable) can be found in your registration confirmation. Your contract information is not available online.

**2. Veranstaltungsbeschreibung**

- (1) The content, schedule and other details of an event can be found in the respective event description of the organiser.
- (2) The organiser reserves the right to make changes to the programme schedule, changes to the content of the programme and/or changes to the type of event (e.g. face-to-face event to online event) for good cause. The organiser shall endeavour to notify changes in good time by e-mail or on the relevant official website for the event or the organiser's website.
- (3) If a framework programme is offered for the participants in addition to the actual event programme, this shall be provided by a third party, unless otherwise agreed. In this case, legal relations exist between the participant and the third party as far as the supporting programme extends. Fraunhofer shall not become a contractual partner in this respect.

**9. Participation fee; due date; reduction**

- (1) In the case of chargeable events, the participant is obliged to pay the agreed participation fee plus any examination fees that may be incurred. The amount of the participation fee as well as the examination fees can be found in the event description.
- (2) The participation fee and the examination fee shall be paid to the account stated in the invoice within 14 days of receipt of the invoice at the latest. The date of receipt of payment on the account of the organiser is decisive. In individual cases, these regulations may be deviated from and advance payment may be required; partial payment agreements are also possible. If the invoice is not paid in full or in part, the organiser is entitled to exclude the participant from further participation in the event.
- (3) The participation fee covers participation in the event programme including the catering offered. Costs for travel to and from the event as well as overnight accommodation shall be the responsibility of the participant.
- (4) A set-off against claims of Fraunhofer shall only be permissible if the counterclaim is undisputed or has been finally adjudicated, is not disputed or acknowledged by Fraunhofer or is in a close synallagmatic relationship to the claim of Fraunhofer.
- (5) The participant may only exercise a right of retention if his counterclaim is based on the same contractual relationship.
- (6) Changes in the programme schedule or changes to the content of the programme for good cause do not entitle the participant to a reduction in the participation fee.

**10. Right of withdrawal**

If you are a consumer, you have a statutory right of withdrawal, which we inform you about below. A consumer is anyone who enters into a legal transaction for purposes that can predominantly be attributed neither to their commercial nor to their independent professional activity (§ 13 BGB).

**Cancellation policy**

**Right of revocation**

**General Event Conditions for Events of the Department of Workforce Qualification and Technology Transfer at the Fraunhofer Institute for Manufacturing Technology and Advanced Materials IFAM**

You have the right to withdraw from this contract within fourteen days without giving any reason. The withdrawal period is fourteen days from the day of the conclusion of the contract.

In order to exercise your right of withdrawal, you must send us

Fraunhofer IFAM  
 Department of Workforce Qualification and Technology Transfer  
 Wiener Strasse 12  
 28359 Bremen  
 Phone +49 421 2246-463  
 Fax +49 421 2246-605  
 anmelden@ifam.fraunhofer.de

by means of a clear declaration (e.g. a letter sent by post, fax or e-mail) of your decision to revoke this contract. You may use the enclosed model withdrawal form for this purpose, which is, however, not mandatory.

To comply with the withdrawal period, it is sufficient that you send the notification of the exercise of the right of withdrawal before the expiry of the withdrawal period.

**Consequences of the withdrawal**

If you withdraw from this contract, we must refund all payments we have received from you without delay and at the latest within fourteen days of the day on which we received notification of your withdrawal from this contract. For this repayment, we will use the same means of payment that you used for the original transaction, unless expressly agreed otherwise with you; in no case will you be charged any fees because of this repayment.

If you have requested that the services begin during the withdrawal period, you must pay us a reasonable amount corresponding to the proportion of the services already provided up to the time you notify us of the exercise of the right of withdrawal with regard to this contract compared to the total scope of the services provided for in the contract.

**Model cancellation form**

(If you wish to withdraw from the contract, please complete and return this form).

To  
 Fraunhofer IFAM  
 Department of Workforce Qualification and Technology Transfer  
 Wiener Strasse 12  
 28359 Bremen  
 Phone +49 421 2246-463  
 Fax +49 421 2246-605  
 anmelden@ifam.fraunhofer.de

- I/we (\*) hereby withdraw from the contract concluded by me/us (\*) for the provision of the following service:

- Registration on [date]/Confirmation of registration on [date].

- Name of the consumer(s)

- Address of the consumer(s)

- Signature of consumer(s) (only in case of paper communication)

- Date

(\*) Delete where inapplicable.

**End of the cancellation policy**
**11. Cancellation by participant; designation of a representative**

(1) A contractual right of withdrawal or termination for the participant is not agreed.

(2) If the participant cannot attend the event - for whatever reason - the participation fee is still due and any payments already made will not be refunded. This also applies if the participant cancels his/her participation before the start of the event.

(3) Notwithstanding Clause 11(2), the Organiser shall provide for a refund of the participation fee in whole or in part in the following cases:

a. Events with a duration of at least five (5) days:

Cancellation of participation in an event with a duration of at least five (5) days is possible up to four (4) weeks before the start of the event for a cancellation fee of 15% of the originally incurred participation fee, up to seven (7) days before the start of the event for a cancellation fee of 50% of the originally incurred participation fee. Cancellation at a later date is possible for a cancellation fee of 100 % of the original participation fee. The date of receipt of the cancellation declaration in text form by the organiser shall be decisive for the calculation of the deadline. Section 11 para. 3 lit. a sentences 1 and 2 do not apply i) if the cancellation fee exceeds the damage to be expected in the regulated cases according to the usual course of events or the usually occurring reduction in value, ii) if the participant can verify that no damage at all or a reduction in value has occurred due to cancellation or that this is significantly lower than the cancellation fee. In these cases, only the actual damage/reduction in value will be charged as a fee.

b. Events with a duration of less than five (5) days:

Cancellation of participation in an event with a duration of less than five (5) days is only possible up to seven (7) days before the start of the event for a cancellation fee of 50% of the originally incurred participation fee. Cancellation at a later date is possible for a cancellation fee of 100 % of the original participation fee. The date of receipt of the declaration in text form by the organiser is decisive for the calculation of the deadline. Section 11 paragraph 3 lit. b sentences 1 and 2 do not apply i) if the cancellation fee exceeds the damage or the usually occurring reduction in value to be expected in the regulated cases according to the usual course of events, ii) if the participant can verify that no damage or a reduction in value has occurred at all as a result of his/her cancellation or that this is significantly lower than the cancellation fee. In such cases, only the actual damage/reduction in value will be charged as a fee.

(4) Notifications of non-participation must be sent to the organiser in text form (e.g. letter, fax, e-mail). The date of the postmark or, in the case of faxes or e-mails, the date of transmission shall be decisive for the date of notification. Refunds shall be made within 2 months after the end of the event – unless

(5) otherwise agreed - by means of the payment method used for the booking. If bank transaction fees are incurred due to a refund, these shall be borne by the participant.

(6) If the participant is unable to attend the event, he/she is entitled to nominate a substitute to attend the event instead of him/her, provided that the substitute fulfils the participation requirements for the respective event. The representative must be named to the organiser. For this purpose, the information required for registration must be sent to the organiser in text form. Until the change of registration, the originally registered participant remains the contractual partner.

**12. Cancellation by the organiser; Withdrawal by the Organiser**

(1) The organiser reserves the right to cancel or terminate the event for good cause in accordance with the following provisions. An important reason exists if the organiser cannot reasonably be expected to hold the event, taking into account all the circumstances of the individual case and weighing up the interests of both parties. In particular, good cause shall be deemed to exist in the event of a justified risk of terrorist attacks, severe natural events, force majeure (e.g. acts of war, strikes, epidemics, operational disruptions), prevention, illness or death of a speaker or other persons who are essential for the content and implementation of the event programme.

(2) If the event is cancelled in accordance with clause 12, paragraph 1, the obligation to pay a participation fee shall lapse. The participant may demand reimbursement for payments already made. If the event is cancelled, only a pro rata refund shall be made. The participant shall not be entitled to any further claims due to the cancellation or termination, insofar as the organiser is not responsible for the reason for the cancellation or termination.

(3) If the number of registrations for the event is so low that it is not economically reasonable for the organiser to hold the event, taking into account the event format and the planned framework conditions for this (e.g. venue, catering, number of speakers), the organiser is entitled to declare its withdrawal from the event and to cancel it.

**13. Disruption of the technical infrastructure for online events/online phases of blended learning events**

The participant is obliged to refrain from any activity that is intended or suitable to disrupt and/or excessively overload the online event or the technical infrastructure behind it.

**14. Domiciliary rights, smoking ban at presence events**

(1) The respective house rules at the venue apply. The participant will follow instructions in the exercise of domiciliary rights.

(2) Smoking is generally prohibited at the venue. This does not apply to specially designated open areas or rooms.

**15. Cloakroom at face-to-face events**

(1) If offered, the participant will use the designated cloakroom areas for the handing in of the cloakroom.

(2) No liability is assumed for cloakroom and bag contents left outside the cloakroom areas on unattended cloakroom racks.

**16. Telecommunication connections, internet access for face-to-face events**

(1) The organiser is not obliged to provide internet connections (W-LAN, LAN) within the framework of a face-to-face event.

(2) If, by way of exception, this is offered at the venue, the terms and conditions for internet access applicable at the venue shall apply.

**17. Advertising and sales activities**

(1) During the event as well as at the event location and the associated grounds, any kind of advertising as well as the offering and sale of goods or services by the participant is only permitted with the prior written consent of the organiser.

(2) The participant is responsible for his/her own references to the event (e.g. on the Internet). In this respect, he/she does not act on behalf of the organiser.

**18. Sponsoring**

(1) In deviation from Clause 17, Paragraph 1, participants who participate in the event by providing financial support or in kind (sponsors) shall be entitled to designate themselves as sponsors of the event. The details result from a separate agreement to be concluded between the organiser and the sponsor.

(2) Participants and especially sponsors are not entitled to describe themselves as sponsors, promoters or similar of Fraunhofer or one of its institutes.

(3) Organisers and sponsors are obliged to take into account the interests of the other that are worthy of protection. This also applies after the end of an event.

**19. Image and/or sound recordings**

(1) The organiser shall make and use image and/or sound recordings (e.g. photographs or videos) during the event, including the supporting programme, for the purpose of documentation, for accompanying and subsequent reporting, for post-event promotion and for announcing future events. The organiser is entitled to provide the recordings to third parties (e.g. also to the press) for the aforementioned purposes and to publish them on media platforms (e.g. Facebook, Instagram and its own website).

(2) The organiser will ensure that personal rights of a participant are not violated in the utilisation and exploitation of image and/or sound recordings.

(3) The participant is not permitted to make and utilisation of image and/or sound recordings (e.g. screenshots, recordings, photos) at any type of event.

**20. Event material; copyright and rights of use**

(1) The organiser is entitled to hand out or transmit submitted contributions to the participants within the framework of the event, to make them publicly accessible on the website of the event and to publish and distribute them in the conference proceedings of the event.

(2) Event documents handed out or transmitted to participants are protected by copyright. Reproduction, distribution or publication of these documents is not permitted. Reproduction of the documents is permitted without the express consent of Fraunhofer exclusively for private purposes within the meaning of Section 53 of the German Copyright Act (UrhG).

**General Event Conditions for Events of the Department of Workforce Qualification and Technology Transfer at the Fraunhofer Institute for Manufacturing Technology and Advanced Materials IFAM**

**21. Liability**

- (1) The organiser accepts no liability for the topicality, correctness and completeness of the information and content provided by third parties in the event documents. In particular, the organiser accepts no liability for damages resulting from the application or passing on of what has been learned and/or imparted within the framework of the event.
- (2) The organiser shall be liable for intent and gross negligence. The organiser shall be liable for slight negligence in accordance with the Product Liability Act and in the event of damage to the life, body or health of persons.
- (3) In the event of slight negligence, the organiser shall only be liable for breach of material contractual obligations (cardinal obligations), i.e. such obligations that enable the proper performance of the contract and on whose compliance the contractual partner may regularly rely. In this case, the scope of liability is limited to the typically occurring, foreseeable damage. There shall be no liability for indirect damages, consequential damages or loss of profit. The limitation of liability shall also apply in the event of the fault of a legal representative or vicarious agent of the organiser.

**22. Data protection**

The organiser processes personal data collected in connection with registration and participation in the event in compliance with the applicable data protection regulations. Further information, in particular on the purposes and scope of processing as well as the rights of data subjects, can be found in the organiser's [data protection information](#), which is referred to in each case when registering for the event.

**23. Final provisions**

- (1) Should one or more provisions of these General Event Terms and Conditions be or become invalid, this shall not affect the validity of the remaining provisions. Änderungen dieser Allgemeinen Veranstaltungsbedingungen bedürfen der Schriftform. Dies gilt auch für die Änderung des Schriftformerfordernisses.
- (2) German law shall apply to all claims arising from or in connection with these General Event Terms and Conditions.
- (3) If the participant is a merchant, a legal entity under public law or a special fund under public law, the place of jurisdiction for all disputes arising from or in connection with these General Event Terms and Conditions shall be Munich.

## Data protection information

### for events of the department Workforce Qualification and Technology Transfer at Fraunhofer IFAM

This data protection information will inform you about the processing of your personal data that we collect from you in connection with your participation in face-to-face, online and blended learning events of the department Workforce Qualification and Technology Transfer at Fraunhofer IFAM (hereinafter: event). Your personal data will be processed in compliance with the applicable data protection regulations.

Personal data, as defined by Article 4 (1) General Data Protection Regulation (GDPR) include all information related to an identified or identifiable natural person.

#### 1. Name and contact information of the controller and corporate data protection officer

Controller within the meaning of Art. 4 (7) GDPR is:

Fraunhofer-Gesellschaft  
zur Förderung der angewandten Forschung e.V.

Hansastraße 27 c,  
80686 Munich, Germany

Email: info@zv.fraunhofer.de  
Telephone: +49 (0)89 1205- 0  
Fax: +49 (0)89 1205-7531

on behalf of its Fraunhofer Institute for Manufacturing Technology and Advanced Materials IFAM

Wiener Strasse 12,  
28359 Bremen, Germany

Email: data-protection@ifam.fraunhofer.de  
Telephone: +49 421 2246-0  
Fax: +49 421 2246-300

The corporate data protection officer at Fraunhofer may be reached at the above-mentioned address in Munich, c/o Data Protection Officer or at [datenschutz@zv.fraunhofer.de](mailto:datenschutz@zv.fraunhofer.de).

Please feel free to contact the data protection officer directly at any time with your questions concerning your data protection rights and/or your rights as data subject.

## 2. Personal data processing and purposes of data processing

### a) Event registration

If you want to register for an event, we collect the following mandatory data:

- prefix,
- first and last name,
- address,
- email address,
- date of birth,
- place of birth incl. country.

The purpose of processing the mandatory data is to identify you as an event participant, to check the provided data for plausibility, to reserve a spot for your participation and to establish a contractual relationship with you.

We also require your data in order to prepare name badges and lists of participants for other participants, as applicable, and to supply you with event information before, during, and after the event. This is done to ensure optimal participation for you and to allow us to plan the event and ensure that it goes smoothly.

We process data at your request and for the purposes described by Art. 6 (1) lit. b GDPR to fulfill the obligations of the participation agreement and to execute precontractual provisions.

We will use your email address to inform you about similar events organized by us in the future only if you have expressly consented to this use of your email address or if we have informed you thereof separately when collecting your email address and have pointed out your right to object to this use at any time. To the extent that this use is not based on consent, the processing takes place on the basis of Art. 6 (1) lit. f GDPR. We have a legitimate interest in notifying our participants of other events also organized by us.

In the case of events for which a fee is charged, the personal data we collect for the event are, in principle, stored until the end of the standard limitation period of three years after the end of the year in which the event was held, and the data is erased after that. In the case of free events, we erase the personal data collected by us no later than six months after the event was held. Storage beyond the respective period stated takes place only if and to the extent that:

- we are obligated to store the data for a longer period pursuant to Art. 6 (1) lit. c GDPR based on statutory obligations of storage and documentation (especially Sec. 147 of the German Fiscal Code (AO)). In this case, the data is stored only to the extent required by the retention obligation.
- a longer storage according to Art. 6 (1) lit. b GDPR is necessary for the implementation, processing and maintenance of the examination and we are obliged by the examination and certification body to store the data for a longer period.
- you have consented to storage beyond that pursuant to Art. 6 (1) lit. a GDPR.
- we use your email address and address as well as your first and last name, subject to the requirements set out in Sec. 7 (3) of the German Act Against Unfair Competition (UWG),



to inform you of future events by email or mail. In this case, we store your email address and your first and last name or respectively your address and your first and last name until you object to processing for this purpose.

### **Online registration**

If you register using an online form on our website, please also see our data protection information, accessible at <https://registration.ifam.fraunhofer.de>, that explains which data is already collected and processed as soon as you visit our website.

### **Foreign trade laws/sanction list screening**

Moreover, as a research institution, we are subject to various requirements pursuant to foreign trade regulations (among them Council Regulation (EC) No 2580/2001). In order to properly comply with these statutory requirements, we use your first and last name along with your address, date of birth and place of birth incl. country in order, among other things, to carry out sanction list screening. The processing is done pursuant to Art. 6 (1) lit. f GDPR. We have a legitimate interest in processing these data in this respect since otherwise, as the controller, we may be threatened with legal consequences.

### **b) Participation in an online event**

If the event in which you participate not on-site, but rather online (e.g. participation in an e-learning or via video- and/or audioconference), the following instructions shall also apply.

### **E-Learning**

When you participate in one of our unserver e-learning courses, a password-protected user account is set up for you on our e-learning platform (<https://e-learning.ifam.fraunhofer.de/?lang=en>).

For setting up the user account we collect the following mandatory data:

- first and last name,
- email address.

The purpose of processing the mandatory data is to identify you as a user of the e-learning platform and to set up your user account. We will also use your email address for notification functions, if these are activated.

Your password and email address together enable the access to your user account. In your user account, you can view and change the data the data saved in your user profile at any time.

You may voluntarily provide additional personal data (e.g. additional names, personal interests, additional optional input). This information is voluntary and is not required to set up the user account. The voluntary data allows us to plan and conduct the event in accordance with participants' interests.

When using the learning platform, further personal data about you is processed, which is necessary for the execution of the training courses and to prove the completion of a training course. We process the following data in this context:

- your learning progress,
- your messages, chat and forum contributions,
- your learning outcomes including learning assessments and tests.

Upon successful completion of a training course (or course module), personal certificates may be issued.

The certificate will contain your first and last name and the name of the training course. Optionally, date of birth and company affiliation can also be printed on. You can set this in your user account. The certificates are available digitally as a download.

We process data at your request and for the purposes described by Art. 6 (1) lit. b GDPR to fulfill the obligations of the participation agreement and to execute precontractual provisions.

The data in your user account is stored until the user account is deleted, which you can initiate yourself. The data from participation in a course is stored until the course is deleted. Results from learning assessments, tests and assignments as well as data on the completion of a course and the overall assessment are stored until the expiry of statutory retention obligations.

Your data will not be deleted if we are obligated to store the data for a longer period pursuant to Art. 6 (1) lit. c GDPR based on statutory obligations of storage and documentation (especially Sec. 147 of the German Fiscal Code (AO)) or if you have consented to longer storage pursuant to Article 6 (1) lit. a GDPR.

When signing in on our e-learning platform, please also see our data protection information, accessible at <https://e-learning.ifam.fraunhofer.de/?lang=en>, that explains which data is already collected and processed as soon as you visit our website.

### **Video- and/or audioconferences**

To conduct the online event we use a technical service provider as processor, which processes the data according to our instructions.

In connection with participation in the online event the following data may be collected:

- Access data: e.g., an individualized link through which you dial into the online event
- Content data: Contents of your contributions, e.g., in chats or in votes or files released by you. Image or sound recordings of you will be made only if and to the extent that you have separately consented to this in advance (Art. 6 (1) lit. a GDPR). The purpose as well as your consent to recording will be documented within the recording.
- Profile data: Data about yourself that you have voluntarily released in connection with the online event; for example, your name or your profile photo. Profile data is used for

personalization, for tailoring contents to the interests of the public and for a more personal style of communication.

- Dial-in data: This includes, for example, the date and time of your dial-in to the conference and the time you leave it.
- Support /Feedback data: Information in connection with the handling of any troubleshooting tickets or feedback.
- Telemetry data: These include diagnostic data in connection with the use of the service, including the transmission quality. These data serve to improve troubleshooting, securing and updating technical service and its monitoring. The legal basis is Art. 6 (1) lit. f GDPR. Our legitimate interests are the provision of a secure and error-free service for online events.

Unless otherwise specified, the processing of the data is done for the technical and content-related execution of the online event, i.e., for the performance of the contract (Art. 6 (1) lit. b GDPR) and we delete the data after 90 days at the latest.

During the conference, the following information is visible to other participants who are not the organizer: Your name, profile photo and your chat contributions.

We do not record whether you participated attentively in the event (e.g., whether you opened windows other than that of the online event, during the event).

If the online event takes place using the "Microsoft Teams" service, the following shall also apply:

The technical service provider is Microsoft Ireland Operations Ltd. in Dublin, Ireland ("Microsoft"), which works for us as a processor. Data storage takes place in the Microsoft Cloud, specifically in computing centers in the European geographic space. It is not anticipated to transmit personal data to a third country for reasons related to the operation of Microsoft Teams. Should you dial in from a third country, the processing ordered by us will be done using European computer centers in this case as well.

In providing the service Microsoft captures certain diagnostic and service data and uses these on its own authority for its own purposes. To the extent that Microsoft processes personal data in connection with its own legitimate business processes, Microsoft is the independent controller within the meaning of the GDPR for such processing. Particulars concerning the processing by Microsoft may be found at <https://docs.microsoft.com/de-de/microsoftteams/teams-privacy>

You may also participate in an online event based on Microsoft Teams even without your own Microsoft user account. If you do use your own Microsoft user account to participate, then additional data pursuant to the provisions of your Microsoft user account may be processed.

If the online event takes place using the "Vitero" service, the following shall also apply:

The technical service provider is Vitero GmbH, Nobelstrasse 15, 70569 Stuttgart ("Vitero"), which works for us as a processor.

When you participate in an online event based on the Vitero service, the following data is transmitted to Vitero:

- first and last name,
- email address,
- optional: profile picture.

Data storage takes place on Vitero's servers in Germany. Vitero solely uses this information for the purpose of performing the video- and/or audioconference. For this purpose, we entered into a data processing agreement with Vitero. By signing this agreement, Vitero undertakes to process the data in compliance with the General Data Protection Regulation (GDPR) and to uphold the rights of all data subjects. Vitero has assured us that personal data is extensively protected from unauthorized access. Vitero is barred from using the data provided by our participants for its own purposes and is not authorized to transfer the participants' data to third parties.

If the online event takes place using the BigBlueButton ("BBB") service, the following shall also apply:

When you participate in an online event based on the BBB service, the following data is transmitted to the BBB server:

- first and last name,
- email address,
- optional: profile picture.

When you participate in a BBB online event, your audio, video and text data is transmitted. All user data that is collected during a web conference is only stored to ensure technical operation, troubleshooting and error analysis and is automatically deleted after 14 days.

The BBB server is hosted as Fraunhofer IFAM, i.e. user-related data is not transmitted to third parties.

### **c) Subscribing to the newsletter in the context of the event**

In the context of the event, you have the option to register to receive our regular newsletter. You can do this either online when registering for the event or directly at the event itself by entering your email address in a form intended for this purpose.

Once you have subscribed, you will receive a registration notification by email, which you need to confirm to receive the newsletter (so-called double opt-in). Your email response serves as confirmation that you are in fact the person who initiated the subscription.

We will send you the newsletter exclusively if you have given your express consent pursuant to Art. 6 (1) lit. a GDPR.

You may unsubscribe at any time, e.g. via a link at the end of each newsletter. Alternatively, you may also unsubscribe by email via [data-protection@ifam.fraunhofer.de](mailto:data-protection@ifam.fraunhofer.de).

Your email address is erased without delay after you withdraw your consent to receive the newsletter, unless you have consented to storage beyond that pursuant to Art. 6 (1) lit. a GDPR or unless such storage is necessary, pursuant to Art. 6 (1) lit. b GDPR, for the performance of the contract.

Our service provider Mailingwork GmbH, Birkenweg 7, 09569 Oederan, Germany ("Mailingwork") sends our newsletter to your email address on our behalf. Mailingwork stores the email addresses of our newsletter recipients on their servers in Germany on our behalf. Mailingwork uses this information for the purpose of sending and evaluating newsletters on our behalf. For this purpose, we entered into a data processing agreement with Mailingwork. By signing this agreement, Mailingwork undertakes to process the subscriber data in compliance with the General Data Protection Regulation (GDPR) and to uphold the rights of all data subjects. Mailingwork has assured us that personal data is extensively protected from unauthorized access. Mailingwork is barred from using the data provided by our newsletter subscribers to contact the subscribers itself and is not authorized to transfer the subscriber data to third parties. As a reputable email sending service, Mailingwork is also certified by the Certified Senders Alliance.

#### **d) Photos and videos**

Photos and videos will be taken at physical events to document the event in pictures. Since you may be identified in these images, either directly or indirectly, they represent personal data.

The images will be used for news reporting directly associated with the event as well as for internal reporting at Fraunhofer.

Furthermore, the images will be published for the purpose of post-event reporting on our media platforms such as Facebook, Instagram or our website. This processing is required in particular to document and promote our event.

The legal basis for data processing is Art. 6 (1) lit. f GDPR. The purposes mentioned are legitimate interests within the meaning of the aforementioned provision.

The images will be stored for 3 years.

### **3. Forwarding data to third parties**

We do not transfer your personal data to third parties for purposes other than those mentioned above in this data protection information and here below.

#### **a) For performance of the contract**

Your personal data is disclosed to third parties where legally permissible and required, pursuant to Art. 6 (1) lit. b GDPR, for the performance of the contracts and agreements with you. This includes in particular disclosure of the data to DVS ZERT GmbH, Aachener Strasse 172, 40223 Düsseldorf, Germany and Mail Boxes Etc., Friedel & Frische GmbH & Co. KG, Violenstr. 37,

28195 Bremen for the purpose of planning and holding examination and certification procedures, to Ascora GmbH, Birkenallee 43, 27777 Ganderkesee, Germany for the purpose of the central management of participant data as well as, in the case that you registered for an event that is held by one of our national or international [training partners](#), the disclosure of data for the purpose of planning and holding the event. Third parties may use the transferred data for the above-mentioned purposes only.

#### **b) For additional purposes**

Beyond the above, we disclose your personal data to third parties only if:

- you have given consent pursuant to Art. 6 (1) lit. a GDPR, or
- in the event that there is a legal requirement for disclosure pursuant to Art. 6 (1) lit. c GDPR.

#### **4. Rights of the data subject**

You have the following rights:

- pursuant to Art. 7 (3) GDPR, to withdraw your consent at any time. This means that we may not continue the data processing based on this consent in the future;
- pursuant to Art. 15 GDPR, to obtain access to your personal data processed by us. In particular, you may request information about the purposes of the processing, the categories of personal data concerned, the categories of recipients to whom the personal data have been or will be disclosed, and the envisaged period for which the data will be stored. Moreover, you have the right to request rectification, erasure, or restriction of processing, to object to processing, the right to lodge a complaint, and to obtain information about the source of your data if they were not collected by us, as well as about the existence of automated decision-making, including profiling, and, if applicable, meaningful information about the logic involved;
- pursuant to Art. 16 GDPR, to obtain the rectification of inaccurate data or the completion of your personal data without undue delay;
- pursuant to Art. 17 GDPR, to obtain the erasure of personal data saved by us unless processing is necessary to exercise the right of freedom of expression and information, to comply with a legal obligation, for reasons of public interest, or to establish, exercise or defend legal claims;
- pursuant to Art. 18 GDPR, to obtain restriction of processing of your personal data if you contest the accuracy of the data, the processing is unlawful but you oppose the erasure of the personal data, or if we no longer need the personal data but you still require the data for establishing, exercising or defending legal claims, or if you have filed an objection to the processing pursuant to Art. 21 GDPR;
- pursuant to Art. 20 GDPR, to receive your personal data that you have provided to us in a structured, commonly used and machine-readable format or to request the transmission of those data to another controller and
- pursuant to Art. 77 GDPR, the right to lodge a complaint with a supervisory authority. Generally, you may contact the supervisory authority of your habitual residence, place of work or the registered offices of our organization.

**Right to object**

If your personal data is processed on the basis of legitimate interests pursuant to Art. 6 (1) lit. f GDPR, you have the right to object to the processing of your personal data pursuant to Art. 21 GDPR if reasons exist for doing so that are based on your special situation or if the objection relates to direct marketing. In the latter case, you have a general right to object, with which we will comply without you having to provide information about a special situation.

If you would like to assert your right to object, an email to [datenschutz@zv.fraunhofer.de](mailto:datenschutz@zv.fraunhofer.de) will suffice.