

Notice
on the processing of personal data of course participants
by the Goethe-Institut Krakau

Bearing in mind the provisions of Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter referred to as "GDPR", we hereby provide the information and rules related to the processing of personal data by the Goethe-Institut Krakau with its registered office in Kraków:

Data controller

The controller of your personal data is the Goethe-Institut Krakau with its registered office at Rynek Główny 20, 31-008 Kraków, e-mail: info@krakau.goethe.org, phone: +48 12 422 58 29 (hereinafter: "the Goethe-Institut").

Purpose of, and legal basis for the processing of personal data:

We use or may use your personal data obtained at the time of concluding a contract with you and during the term of that contract for the following purposes:

- a) the conclusion and performance of the contract for the provision of linguistic services, including the organisation of qualification tests and the amendment or extension of term or scope of the current contract or of another contract;
- legal basis: Article 6(1)(b) GDPR;
- b) the conduct of marketing and information activities of the Goethe-Institut, the conduct of market research by the Goethe-Institut and the Goethe-Institut e.V. (registered association) with its registered office in Munich, Germany, and also for advertising and marketing purposes in connection with the services offered by the Goethe-Institut, provided that you have given your consent to the processing of your data for these purposes;
- legal basis: Article 6(1)(a) GDPR;
- c) compliance with legal obligations to which the Goethe-Institut is subject pursuant to generally applicable laws, including tax regulations and accounting regulations concerning, *inter alia*, the issuance and storage of VAT invoices and other accounting documents;
- legal basis: Article 6(1)(c) GDPR;
- d) the pursuit of legitimate interests of the Goethe-Institut, which are or can be pursued by: compiling lists, analyses and statistics for our internal purposes during the term of the contract, the transfer by the Goethe-Institut of your personal data provided during registration and held by the Goethe-Institut in connection with the performance of contracts concluded with you in the future to the central customer database of Goethe-Institut e.V. (registered association) with its registered office in Munich, Germany ("Head Office"), merging these data with any data concerning you already present in the aforementioned database; the transfer to the Head Office and processing at the Head Office (for a maximum period of 10 years) of data concerning examinations in which you participated in order to verify the authenticity and certificates and to issue duplicate certificates; the transfer to the Head Office of information on the examinations in which you participated, which entitle a spouse to settle in Germany as part of family reunification and the confirmation by the Head Office at the request of the German authorities of the authenticity of the certificates submitted by you to the German authorities; the establishment, exercise and defence of legal claims of the Goethe-Institut arising from the contracts concluded; debt collection; conducting court, arbitration and mediation proceedings; ensuring IT security;
- legal basis: Article 6(1)(f) GDPR.

Scope of data processed

The scope of personal data processed is determined by the provisions of generally applicable laws, including without limitation civil and commercial law, tax law, public procurement law as well as accounting and social security law; these includes ordinary data categories (e.g. identification, address, contact and transactional data).

Data recipients

The following entities will or may receive your personal data:

- a) the Goethe-Institut and the Goethe-Institut e.V. (registered association) with its registered office in Munich, Germany;
- b) entities which service the Goethe-Institut devices used for the processing of personal data;
- c) entities which provide and maintain the software used to process the personal data of Goethe-Institut counterparties, representatives and employees of Goethe-Institut counterparties;
- d) entities to which documentation is transferred in order for it to be destroyed after the end of the storage period;

- e) entities which provide to the Goethe-Institut the services necessary for the performance of the contract concluded with you – if the contract concluded with you requires their collaboration, e.g. accounting, HR and payroll companies, courier companies through which correspondence with you can be exchanged;
- f) entities which handle payments, e.g. banks – in connection with the payments made;
- g) entities which provide consulting and audit services upon the request of the Goethe-Institut (e.g. audit and certification firms) as well as legal, debt collection and tax services.

Your personal data will not be transferred to countries outside the European Economic Area and they will not be transferred to international organisations.

Data processing period

Your personal data will be stored for the period related to the aforementioned purposes of their processing for the term of the contract concluded with you as well as after the termination thereof:

- for the period necessary to complete settlements after its termination; or
- for the period during which the storage of data is required by applicable laws; or
- for the period of limitation of claims where these data are required to pursue such claims.

Exercise of data subjects' rights

You have the right to access your personal data and the right to rectify or complete them, request their erasure or the restriction of their processing, the right to data portability and the right to object to the processing of your personal data in cases provided for by applicable laws.

In order to exercise the rights listed above, please send a request to the following e-mail address: info@krakau.goethe.org, in writing to the registered office of the Goethe-Institut or submit it personally at the registered office of the Goethe-Institut.

Before allowing you to exercise your rights, the Goethe-Institut must confirm your identity in a manner adequate to the nature of your request.

If you believe that the processing of your personal data by the Goethe-Institut infringes the provisions of the GDPR, you have the right to lodge a complaint with the President of the Office for the Protection of Personal Data, ul. Stawki 2, 00-193 Warsaw.

Information about the requirement to provide data

The provision of the personal data requested in the registration form is mandatory, and failure to provide such data will prevent the conclusion and performance of a contract on the provision of linguistic services.

Personal data obtained from other sources

For the purposes listed above, we may also obtain your personal data from other sources: at the time of conclusion, performance and amendment of the contract concluded with us, and also after its termination, we may obtain information on you from publicly available sources, including public registers such as the Register of Entrepreneurs (currently the Central Registry of Information on Business Activity – *Centralna Ewidencja i Informacja o Działalności Gospodarczej*) and the database of the Central Statistical Office, within the scope available in those registers, as well as from public institutions and public authorities in cases provided for by applicable laws.

Automated decision-making

The Goethe-Institut will not apply automated decision-making, including profiling, to you.