

# INFORMATION PURSUANT TO ART. 13 AND ART. 14 OF THE GDPR



## Notice Regarding the Processing of Personal Data

We, the Goethe-Institut e.V., Oskar-von-Miller-Ring 18, 80333 Munich, collect and process your personal data (hereinafter “data”) in accordance with the following provisions.

### CONTACT PERSON

Goethe-Institut e.V.  
Oskar-von-Miller-Ring 18  
80333 Munich  
Telephone: +49 89 15921-0  
[info@goethe.de](mailto:info@goethe.de)  
[www.goethe.de](http://www.goethe.de)

### PURPOSE

When you participate in one of our calls for proposals or engage in other pre-contractual communications with us (hereinafter collectively referred to as “pre-contractual negotiations”), data regarding natural persons is also collected, such as data on sole proprietors or other natural persons participating in the pre-contractual negotiations. We process this data to evaluate your proposal and, if a contract is concluded, to perform the contract with you.

### LEGAL BASIS

The processing is necessary to fulfill pre-contractual obligations between you and the Goethe-Institut and is based on Article 6(1)(b) of the GDPR. The data is required to carry out pre-contractual measures and to establish and perform the contract.

### CATEGORIES OF PERSONAL DATA TO BE PROCESSED

We process the following data about you:

- Your name,
- Your address,
- The data collected during the pre-contractual phase and, if a contract is concluded, during its performance.

In the case of processing pursuant to Article 6(1)(b) of the GDPR, the following applies: Without the data you have provided to us prior to the conclusion of the contract, it is not possible to conclude the contract.

### RECIPIENTS OF YOUR DATA

Unless you have given us separate consent, we will only disclose your data to other recipients if we are permitted or required to do so under German or European law. For example, as part of contract fulfillment, it is possible that software service providers whom we have entrusted with supporting our IT systems may access

your data. To ensure that these partners comply with data protection obligations, we establish detailed contractual requirements regarding the handling of your data.

## **TRANSFER TO A THIRD COUNTRY**

Data will only be transferred to a third country if the European Commission has determined that an adequate level of protection is ensured in that country, or if the standard contractual clauses issued by the European Commission (<https://eur-lex.europa.eu/legal-content/DE/TXT/?uri=CELEX:32021D0914>) have been agreed upon with the recipient.

## **DATA RETENTION PERIOD**

We will retain your data for as long as it is necessary for any of the purposes listed above or as required by a statutory retention period.

## **YOUR RIGHTS AND CONTACT INFORMATION**

Information: Upon request, we will be happy to inform you whether we have stored any data about you and, if so, what data.

Correction, restriction of processing, or erasure: Provided the legal requirements are met, you have the right to have this data corrected, its processing restricted, or the data erased.

Data portability: You also have the right to receive the data concerning you that you have provided to us in a structured, commonly used, and machine-readable format; you may transmit this data to other parties or have it transmitted.

If you have any questions regarding the collection, processing, or use of your personal data, or regarding access, rectification, restriction of processing, or erasure of data, as well as the revocation of any consent granted or objection to a specific use of data, or regarding the right to data portability, please contact our company data protection officer:

The Data Protection Officer  
Goethe-Institut e.V.  
Oskar-von-Miller-Ring 18  
80333 Munich  
[datenschutz@goethe.de](mailto:datenschutz@goethe.de)

## **COMPLAINT TO THE REGULATORY AUTHORITY**

You also have the right to file a complaint with the competent data protection supervisory authority. This is the Federal Commissioner for Data Protection and Freedom of Information, Graurheindorfer Str. 153, 53117 Bonn. You may also file your complaint with any other data protection authority. It will then be forwarded to the competent supervisory authority.