

INFORMATION PURSUANT TO ARTICLES 13 AND 14 OF THE GDPR



Information on 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 referred to as "data") in accordance with the following provisions.

DATA CONTROLLER

Goethe-Institut e.V.
Oskar-von-Miller-Ring 18
80333 Munich
Telephone: +49 89 15921-0
info@goethe.de
www.goethe.de

PURPOSE

If you participate in one of our tenders or other pre-contractual exchanges with us (hereinafter collectively referred to as "contract initiation"), data about natural persons, e.g. sole traders or other natural persons participating in the contract initiation, will also be collected. We process this data in order to evaluate your offer and in the event of a contract being concluded to execute the contract with you, .

LEGAL BASIS

The processing serves to fulfil (pre-)contractual obligations between you and the Goethe-Institut and is carried out on the legal basis of **Art. 6 (1) b) GDPR**. The data is required for the implementation of pre-contractual measures and for the establishment and execution of the contract.

CATEGORIES OF PERSONAL DATA TO BE PROCESSED

We process the following data about you:

- Your name,
- your address,
- the data collected in the course of contract initiation and in the event of contract execution.

In the case of processing in accordance with Art. 6 (1) b) GDPR, the following applies: Without the data you have provided to us in advance of the conclusion of the contract, it is not possible to conclude the contract.

RECIPIENTS OF YOUR DATA

Unless you have given us your separate consent, we will only pass on your data to other recipients if we are permitted or required to do so under German or European law. In the context of contract processing, it is possible, for example, that software service providers whom we have entrusted with the support of our IT systems may access your data. To ensure that these partners comply with data protection obligations, we provide detailed contractual specifications for the handling of your data.

**GOETHE
INSTITUT**

Sprache. Kultur. Deutschland.

TRANSFER TO A THIRD COUNTRY

A transfer to a third country will only take place if the EU Commission has determined that an adequate level of protection is guaranteed for the country in question, or if the standard contractual clauses issued by the EU Commission (<https://eur-lex.europa.eu/legal-content/DE/TXT/?uri=CELEX:32021D0914>) have been agreed with the recipient.

DURATION OF DATA STORAGE

We store your data for as long as it is necessary for one of the above-mentioned purposes or for as long as a statutory retention period requires.

YOUR RIGHTS AND CONTACT DETAILS

Information: Upon request, we will be happy to inform you whether and which data we have stored about you.

Correction, restriction of processing or deletion: If the legal requirements are met, you have the right to have this data corrected, restricted or deleted.

Data disclosure: 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 can transfer this data to other parties or have it transferred.

If you have any questions about the collection, processing or use of your personal data, or if you wish to request information, rectification, restriction of processing or erasure of data, revoke any consent you may have given or object to a specific use of data, or exercise your 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

COMPLAINTS TO THE SUPERVISORY AUTHORITY

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