

Appendix to the Data Entry Sheet Data Protection Note



Your personal data as stipulated in the attached data entry sheet will be processed, in order to assess your eligibility as an expert for FIBAA's accreditation and certification procedures and to establish your potential assignments as part of FIBAA procedures, Art 6 para 1 lit f General Data Protection Regulation.

The Foundation for International Business Administration Accreditation (FIBAA), Berliner Freiheit 20-24, 53111 Bonn, Germany controls data processing. Attorney-at-law Georg Baumann, Mevissenstrasse 15, 50668 Cologne, Germany (dsb@fibaa.org) acts as data protection officer.

FIBAA is a foundation governed by Swiss law, which operates a commercial business entity as its administrative headquarters. The foundation is being represented by the Foundation Council; the commercial business entity is being represented by the executive management. The incumbent Foundation Council members and executive management are published at the website.

In case you will be appointed as an expert, we will save your data in our expert database. In case you will not receive expert assignments for a period of more than six years in a row, and will not declare upon request to further have your data saved, we will initiate your dismissal and lock your data for further access. Following your dismissal the processing of your personal data will be restricted and, after the expiration of all legal storage periods, deleted.

As part of your expert assignments your contact data (surname, given name, e-mail address) will be forwarded to FIBAA project managers and institutional clients (also in third countries), if so required for a procedure. FIBAA project managers will additionally receive your private postal address and your phone number. Responsible FIBAA project managers and experts receive instructions as regards the use of personal data and are obliged to maintain data secrecy.

As part of the evaluation of a procedure, FIBAA project managers assess the quality of your expert assignment, whereas clients assess the overall performance of an expert team. In accordance with the rules of procedure, your future assignments can be conditional on positive evaluation outcomes. Evaluation data are being stored and processed subject to specific protection by the quality management officer, who can provide you with more information in this respect. Your right of access has to be claimed with the data protection officer or with FIBAA's head office.

Due to applicable reporting, documentation and publishing duties your full name, your academic degrees or official titles, your position and corporate or higher education affiliation in the context of accreditation and certification procedures will be permanently saved/stored, forwarded and published (also on the Internet) in assessment reports and protocols.

Your data will not be forwarded to third parties. Further analyses will not be conducted.

In case FIBAA's internal committee will not appoint you as an expert, access to your personal data will first be locked, and deleted as soon as they will lose significance for the purposes which they had been collected for.

Legal note in compliance with Art 13 para 2 General Data Protection Regulation
You are entitled to

- obtain a confirmation from the controller, as to whether personal data concerning you is being processed; if this applies, you have a **right to request** with respect to these personal data and the information as stipulated in Art 15 General Data Protection Regulation.
- obtain from the controller without undue delay **rectification** of inaccurate personal data concerning you and, if applicable, **completion** of incomplete personal data (Art 16 General Data Protection Regulation).

- obtain from the controller to delete personal data concerning you without undue delay, in case any of the reasons as stipulated in Art 17 General Data Protection Act applies, e.g. in case data will no longer be necessary in relation to the purposes for which they were collected (**right to erasure**).
- obtain from the controller **restriction of processing**, in case one of the prerequisites as stipulated in Art 18 General Data Protection Act is fulfilled, e.g. in case the person concerned objects to processing, for the duration of assessment by the controller.
- **object**, on grounds relating to your particular situation, at any time to the processing of personal data concerning you. The controller shall no longer process the personal data unless the controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims (Art 21 General Data Protection Act).
- **the right to lodge a complaint with a supervisory authority** pursuant to Art 77 General Data Protection Act, without prejudice to any available administrative or judicial remedy, in case where the person concerned considers that his or her rights under this Regulation have been infringed. You shall lodge a complaint with the supervisory authority in the Member State of your habitual residence, place of work or place of the alleged infringement. The competent supervisory authority of Northrhine-Westphalia is the State Officer for Data Protection and Freedom of Information of Northrhine-Westphalia, Kavalleriestr. 2-4, 40213 Düsseldorf.

This is to confirm that I acknowledge the Data Protection Note.

Surname, first name (in capitals)

Year of birth

Consent to e-mail newsletter:

I herewith agree that my e-mail address will be used irrespective of my activities as an expert to inform me of business developments, news (inter alia amendments of rules and regulations) and events organised by FIBAA (inter alia trainings for experts) as part of FIBAA's e-mail newsletter. I grant my consent voluntarily, and may revoke it at any time in the future.

Place and date

Signature