

Data entry form and directives  
for FIBAA experts



Please send the completed document to:

[gutachter@fibaa.org](mailto:gutachter@fibaa.org)

**Personal data**

Last name, first name, academic title(s) if applicable	
Date of birth	
Private address	
Telephone number	
E-mail	

**Higher education institution, institute or company**

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**Professorship, academic position, professional position/degree programme (enrolled/completed):**

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**If your institution belongs to one of the following categories (not relevant for students):**

University (state-run)	University (private)	Higher education institution (state)	Higher education institution (private)	Professional experience
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Subject areas of respective academic/professional expertise / intended degree (sub-) disciplines and degree programmes or professional specialisations**

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**Relevant knowledge in the discipline of digitalisation**

(e.g. Digital Teaching, Blended Learning, Digitalisation Processes, Digital Business, Big Data, Data Mining, Artificial Intelligence, etc.)

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**Relevant knowledge in the discipline of continuing education** (e.g. IHK courses, MBA teaching activities or MBA programme management)

**International experience**

e.g. teaching assignments, visiting professorships, project/study abroad and professional activities

**Special expertise for certain countries (country expertise)**

Knowledge of national language(s), of the higher education system, e.g. through several years of teaching/guest teaching professorship in one or more countries

**Expertise in distance learning and dual degree programmes** (involvement in – or conceptualisation of – corresponding learning formats and programmes)

**Relevant experience in higher education management** (e.g. management functions within higher education/internal quality management/degree programme development)

**Management experience in the world of business (applies exclusively to professional practice representatives)** – e.g. entrepreneurial/operational functions, responsibility for employees, budgets, experience in projects pertaining to quality assurance/development)

**Experience in accreditation and certification procedures**

English language skills as per the Common European Framework of Reference for Languages (A-C)	
<i>Native- or first language(s)</i>	<input type="checkbox"/>
<i>Competent use of language (C1-C2)</i>	<input type="checkbox"/>
<i>Independent use of language (B1-B2)</i>	<input type="checkbox"/>
<i>Other languages</i>	

## Data protection notice and information in accordance with Art. 13 General Data Protection Regulation (GDPR)

Your personal data contained in this data entry form shall be processed, in order to assess your suitability as an expert in FIBAA accreditation and certification procedures, and in order to be able to determine your employment options within the framework of FIBAA procedures (Art. 6 [1] lit. f GDPR). We shall record and store your data in a database. As part of your work, your contact details (last name, first name, e-mail address, telephone number) will be passed on to FIBAA project managers and institutional clients (including in third countries) if deemed necessary for an underlying procedure. The responsible FIBAA project managers have been carefully instructed in the handling of personal data, and are bound to the prevailing rules of data secrecy.

Due to applicable reporting, documentation and publication obligations, your full name, academic degrees or official titles, your function and company or university affiliation will be permanently stored/retained, passed on and published (including online) in connection with assessment or examination procedures, in expert opinions and minutes. Your data shall not be forwarded to third parties.

The Foundation for International Business Administration Accreditation (FIBAA), Berliner Freiheit 20-24, 53111 Bonn, Germany, shall be responsible for data processing. The Data Protection Officer is Georg Baumann, Legal Counsel, Mevisenstraße 15, 50668 Cologne (dsb@fibaa.org).

We shall only store your personal data for as long as is deemed necessary for the above-mentioned purposes, or for as long as relevant statutory retention obligations apply.

In doing so, you shall have the right:

- to obtain, from the data controller, confirmation as to whether or not personal data concerning you is being processed; in such a case, you shall have the right to the disclosure of this personal data and to the information specified in Art. 15 GDPR.
- to instigate, through the data controller, without undue delay the rectification of any inaccurate personal data concerning you and, where applicable, the completion of incomplete personal data (Art. 16 GDPR).
- to instigate, from the data controller, the erasure of any personal data concerning you without undue delay where one of the grounds listed in Art. 17 GDPR applies, e.g. if said data is no longer required for the underlying purposes (right to erasure).
- to instigate, through the data controller, the restriction of processing where one of the conditions listed in Art. 18 GDPR applies, e.g. where the data subject has registered their objection to processing, for the duration of the verification by the data controller.
- to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you. The data controller shall then no longer process the personal data in question, unless the data controller is able to demonstrate compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject, or which otherwise serve the establishment, exercise or defence of legal claims (Art. 21 GDPR).
- without prejudice to any other administrative or judicial remedy, to lodge a complaint with a supervisory authority if the data subject considers that the processing of personal data relating to their person infringes the GDPR (Art. 77 GDPR). You may exercise this right before a supervisory authority in the Member State of your habitual residence, place of work or place of the alleged infringement. In the federal state of North Rhine-Westphalia, the competent supervisory authority is the State Commissioner for Data Protection and Freedom of Information North Rhine-Westphalia, located in Kavalleriestr. 2-4, 40213 Düsseldorf.

**E-mail newsletter:** I hereby agree that my e-mail address will be used to inform me about business-related developments, news (including changes to regulations) and FIBAA events (including training courses) via the FIBAA e-mail newsletter, irrespective of my own activity. The issuance of my consent is voluntary, and can be revoked at any time with effect for the future.

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Place, date

Signature

## Code of Conduct

I hereby declare that I do not discriminate – either directly or indirectly, and in particular, not on the grounds of ethnic origin, religion and ideology, disability, age, sexual identity or gender.

## Confidentiality and security directive

All trade and business secrets shall be understood to be facts, circumstances and processes pertaining to the operation of a company that are not in the public domain, but which are only known (or accessible to) a limited group of people, and over which the legal entity in question has a legitimate interest in not disclosing. This shall include internal processes, business, technical, financial or other information of FIBAA and its customers, as well as all information as defined above that is disclosed by customers through the submission of their own documentation, through further correspondence, during any on-site assessments or in the course of telephone or video conferences. Information that is already in the public domain (or which is disclosed without breaching a confidentiality obligation) shall not constitute a trade or business secret.

During your activity, you will also come into contact with the personal data of other experts, commission members, project managers and other employees of FIBAA and its customers. Such data is subject to special legal protection (data secrecy). It is hereby prohibited to collect, process or use protected personal data without authorisation for any purpose other than the respective lawful fulfilment of tasks. The disclosure of personal data to third parties shall only be permitted if the recipient has a right of access on the basis of a prevailing legal provision, or if the data subject has issued their prior consent.

Only the data deemed necessary for the specific fulfilment of the task may be retrieved. All personal data, computer programmes, business and trade secrets should only be stored, processed or issued in the manner specified by FIBAA, protected from access by third parties and not reproduced for any purpose other than the underlying business purpose. The requisite level of care must be exercised within the scope of the assigned task. Existing regulations pertaining to the handling and protection of data, computer programmes, trade or business secrets (e.g. password protection) must be observed. Confidential information provided in writing (or rendered available electronically) must be returned or deleted from all data carriers at FIBAA's request. Data carriers or printouts intended for deletion or destruction that contain personal data, computer programmes, business or trade secrets must be (irrevocably) deleted or destroyed in the proper professional manner. These obligations shall continue to exist even after the termination of the activity for FIBAA.

As an expert appointed by FIBAA, I hereby undertake to comply with the Code of Conduct at all times, and to maintain confidentiality, counselling and data secrecy, even beyond the period of my work for FIBAA.

This document may be presented (or submitted) as a source of evidence to institutional clients, the Accreditation Council, courts or other institutions at any time and without the need for any further notice.

Name in block letters: \_\_\_\_\_

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signature