

# Privacy Policy

## Duty to inform about data protection

under Art. 13, 14 EU General Data Protection Regulation (GDPR)

MCI takes the protection of your personal data very seriously. Our aim is to provide you with a convenient training offer, while at the same time safeguarding your right to informational self-determination and ensuring the protection of your privacy. We process personal data in accordance with the provisions of the EU General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG) exclusively for the fulfilment of contractual obligations (Art. 6 para. 1 b GDPR), on the basis of your consent (Art. 6 para. 1 a GDPR) or on the basis of legal requirements (Art. 6 para. 1 c GDPR). The following privacy policy gives you an overview of when we store which data, for what purpose we use it and how we ensure the protection of your personal data.

### I. Contact details of the controller

MCI Deutschland GmbH  
Markgrafenstraße 56, 10117 Berlin, Germany  
Tel: +49 (0) 30 20 45 90  
Email: datenschutz@mci-group.com

### II. Contact details of the data protection officer

MCI Deutschland GmbH Data Protection Officer  
Mr Thomas Werning  
Dieselstraße 12, 32791 Lage, Germany  
Tel: +49 5232 98047-00

### III. Data processing

#### 1. Purpose of the processing

The processing of data is carried out for the provision and arrangement of training events, conferences, congresses and other seminar services within the framework of the implementation of our contracts with our participants or for the implementation of pre-contractual measures, which are performed in response to a request. The purposes of data processing largely depend on the specific service (e.g. online specialist congress, online specialist course, online seminar) in digital or hybrid form. Insofar as necessary, we process your data beyond the actual performance of the contract in order to protect our legitimate interests (e.g. assertion of legal claims and defence in legal disputes).

We, MCI Deutschland, also need the collected data in order to provide you with informational material about our range of services.

#### 2. Data categories

MCI Deutschland processes personal data when you register (for example, when requesting informational material) or when you register for or attend an event.

##### a) Data processing in the company:

When you register, we ask you to enter,  
your institution,

your role,  
your profession, if applicable, your specialisation,  
your last name, your first name,  
areas of interest,  
postal address, telephone, fax and your email address.  
We also ask for a profile picture.  
The disclosure of this data is largely up to you.

When registering, you have the option of entering a separate billing address.

The data collected in the course of registration is used to set up a user account. In your user account you can see the seminars you have currently booked and the seminars you have attended so far.

Every time a user accesses a page of the FFN website, data about this process is also stored in a log file. This data is only used for evaluations for statistical purposes, it is not linked to the personal data provided by the user.

In detail, the following data is stored for each retrieval:

Name of the retrieved file  
Date and time of retrieval  
Amount of data transferred  
Notification of whether the retrieval was successful  
Description of the type of web browser used  
Operating system used  
IP address

#### b) External service providers

We use external service providers to perform some of our tasks. A list of the contractors and service providers we use, with whom we have more than temporary business relationships, can be found in the overview in the appendix.

As a participant in a digital event you may have the possibility to take part in chats or video conferences. Personal data is processed for this (incl. chat room names, names, profile pictures or emails from moderators or conference participants). When you enable access to your microphone or video camera, audio and video data is processed and played back. As a participant, you can deactivate access at any time using the buttons with the respective icons. You can also participate in a digital event if you disable access. It is also possible to exchange text messages in a group chat, which are visible to all participants in individual cases. Clear labelling for the purpose of visibility and recording is done individually when breakout rooms are entered for one-on-one meetings.

You will receive further information on our platform in general, on the handling of your data and server locations when you visit the websites of the respective provider or install the provider's application on your device. These service providers act on behalf of us as data processors when using video conferencing systems in the context of digital and hybrid events.

The data collected in the course of the registration also serve our own statistical purposes and are also transmitted in encrypted form to our customers and sponsors in accordance with the list of sponsors, insofar as consent has been given.

### (c) Other recipients

Beyond this, we do not transmit your personal data to any other recipients

### **3. Legal basis**

The processing of the aforementioned data for the purpose of implementing our contracts with our participants or for the implementation of pre-contractual and post-contractual measures is based on Art. 6 paragraph 1 lit. a, b and c GDPR. The processing is necessary for the performance of the agreement. The legal obligation is derived from the prescribed duty of continuing education for physicians according to the responsible medical associations in accordance with Section 95 d of the German Social Code Book V (SGB V).

### **4. Retention period**

We will delete your personal data as soon as it is no longer required for the above-mentioned purposes. The collected personal data will be deleted after 5 years at the latest.

### **5. Source of the personal data**

We obtain the collected data from

- your registration,
- the creation of a user account,
- association data/member data
- or from our own database.
- participant data from past training events.

### **6. Automated decision making**

Automated decision making including profiling takes place.

### **IV. International data transfers**

MCI Deutschland processes personal data on servers in the Netherlands and Ireland.

When transferring data, MCI Deutschland complies with all the requirements of the GDPR that apply to any processing of personal data of EU citizens.

### **V. Data subject rights**

In accordance with Art. 15 GDPR, you can request information about the personal data stored about you at the above-mentioned address. In certain circumstances you may also request the correction of your data in accordance with Art. 16 GDPR or the erasure of your data in accordance with Art. 17 GDPR. You may also request that the processing of your data be restricted in accordance with Art. 18 GDPR and that the data be provided to you in a structured, standard and machine-readable format in accordance with Art. 20 GDPR. The restrictions under Sections 34 and 35 BDSG apply to the right of information and the right of erasure.

You also have the option to contact the above-mentioned data protection officer or to lodge a complaint with a data protection authority. Our competent data protection supervisory authority is:

Berliner Beauftragte für Datenschutz und Informationsfreiheit

Friedrichstraße 219, 10969 Berlin, Germany  
[mailbox@datenschutz-berlin.de](mailto:mailbox@datenschutz-berlin.de)

## VI. Overview of service providers

Overview of the service providers of the controller in accordance with the legal obligation to provide information

<b>Service provider</b>	<b>Service/Purpose of the assignment</b>
Expectare	Congress Plattform Provider
Lux AV	Technical Partner (Presentation Management, technical partner of the virtual congress)