

## Privacy

### 1. Privacy Notice

ITK Engineering GmbH (hereinafter "ITK" or "We" or "Us") are pleased about your interest and registration for our training offer.

### 2. ITK respects your privacy

The protection of your privacy throughout the course of processing personal data as well as the security of all business data is an important concern to us. We process personal data confidentially and only in accordance with statutory regulations.

Data protection and information security are included in our corporate policy

### 3. Controller

Controller for the processing of your personal data is ITK.

Our contact information is:

ITK Engineering GmbH

Im Speyerer Tal 6

76761 Rülzheim

GERMANY

E-mail: [training@itk-engineering.de](mailto:training@itk-engineering.de)

Phone.: +49 89 8208598- 123

<https://www.itk-engineering.de>

## 4. Collection, processing and use of personal data

### 4.1. Processed data categories

The following data categories are processed:

- Communication data (e.g., name, telephone, e-mail, IP address, company, department)

### 4.2 Principles

Personal data means any information relating to an identified or identifiable natural person, such as names, addresses, telephone numbers, e-mail addresses, contract, booking and billing data, are the expression of a person's identity.

We collect, process and use personal data (including IP addresses) only if there is a legal

basis for this or if you have given us your consent in this regard, for example in the context of a registration.

### 4.3 Processing purposes and legal bases

We and service providers commissioned by us process your personal data for the following processing purposes:

- Responding to training requests (website form, e-mail, telephone)
- Registration, training organisation and preparation of attendance certificates and/or certificates (legal basis: fulfilment of contract)
- Creating a guest account in Microsoft teams when conducting live online training (legal basis: contract fulfilment)
- To identify disruptions and for security reasons (legal basis: fulfilment of our legal obligations in the area of data security and legitimate interest in the elimination of disruptions and the security of our offers).
- Safeguarding and defending our rights (legal basis: Our legitimate interest in asserting and defending our rights).

### 4.3.1 Registration

If you would like to take advantage of services that require the conclusion of a contract, please register. As part of the registration, we collect the personal data required for the establishment and fulfilment of the contract (e.g., first name, last name, date of birth, e-mail address, if applicable, information on the desired payment method or account holder) as well as, if applicable, further data on a voluntary basis. Mandatory fields are marked with a \*.

### 4.4 Children

This offer is not intended for children under 16 years of age.

### 4.5 Disclosure of data to other controllers

In principle, your personal data will only be transmitted by us to other controllers if this is necessary for the performance of the contract, we or the third party have a legitimate interest in the transfer or your consent exists. Details of the legal bases and the recipients respectively. the categories of recipients can be found in the

section Processing purposes and legal bases. In addition, data may be transmitted to other controllers insofar as we are subject to statutory provisions or enforceable official or regulatory authorities. A court order should be required to do so.

#### **4.6 Service providers (general)**

We commission (external) service providers with tasks such as plant protection, data hosting. We have carefully selected these service providers and monitor them regularly, in particular their careful handling of and protection of the data stored by them. All service providers are obliged by us to confidentiality and to comply with legal requirements. Service providers can also be other Bosch Group companies.

#### **4.7 Transfer to recipients outside the EEA**

We may also disclose personal data to recipients located outside the EEA in so-called third countries. In this case, we ensure that the recipient either has an adequate level of data protection or your consent to the transfer is available before the transfer.

You can obtain from us an overview of the recipients in third countries and a copy of the specifically agreed regulations to ensure the appropriate level of data protection. Please use the information in the contact section.

#### **4.8 Duration of storage; Retention periods**

We generally store your data for as long as this is necessary for the provision of our offer and the associated services. We have a legitimate interest in further storage. After that, we will delete your personal data with the exception of data that we must continue to store in order to fulfil legal obligations (for example, due to tax and commercial law retention periods, we are obliged to keep documents such as contracts and invoices for a certain period of time).

The data of the training participants will be blocked or deleted after one year if there is no further interest in the sending of training offers and this does not conflict with legal or contractual retention periods.

When creating a guest account in Microsoft Teams during live online trainings, the data protection regulations of Microsoft apply. Thus,

chat histories are deleted by Microsoft after 90 days. The digital training ("team") with all content (chat history, guest list) will be deleted directly after the respective training by ITK.

#### **5. External links**

Our offer may contain links to third-party websites, which are not affiliated with us. After clicking on the link, we no longer have any influence on the collection, processing and use of any personal data transmitted to third parties by clicking on the link (such as, for example, the IP address or the URL of the page on which the link is located), since third party behaviour is naturally beyond our control. We assume no responsibility for the processing of such personal data by third parties.

#### **6. Security**

Our employees and the service companies commissioned by us are obliged to maintain confidentiality and comply with the provisions of the applicable data protection laws. We take all necessary technical and organisational measures to ensure an adequate level of protection and to protect your data, in particular against the risks of unintentional or unlawful destruction, Manipulation, loss, alteration or unauthorised disclosure or disclosure. To protect unauthorised access. Our security measures are constantly improved in line with technological developments.

#### **7. Rights of users**

Please use the information in the Contact section to assert your rights. Please make sure that a unique identification of your person is possible.

##### **Right to information and access**

You have the right to obtain confirmation from us about whether or not your personal data is being processed, and, if this is the case, access to your personal data.

##### **Right to correction and deletion**

You can ask us to correct incorrect data. If the legal requirements are met, you can request the completion or deletion of your data.

This does not apply to data that is required for billing and accounting purposes or that is below

the statutory retention obligation. However, if access to such data is not required, its processing will be restricted (see below).

### **Restriction of processing**

You have the right to demand for – as far as statutory requirements are fulfilled – restriction of the processing of your data.

### **Data portability**

You are entitled to receive data that you have provided to us in a structured, commonly used and machine-readable format or – if technically feasible – to demand that we transfer those data to a third party.

### **Objection to data processing based on the legal basis of “legitimate interest”**

In addition, you have the right to object to the processing of your personal data at any time, insofar as this is based on legitimate interest. We will then terminate the processing of your data, unless we demonstrate compelling legitimate grounds according to legal requirements which override your rights.

### **8. Right of appeal to the supervisory authority**

You have the right to lodge a complaint with a data protection authority. You can contact the data protection authority, which is responsible for your place of residence. Your federal state is responsible or to the data protection authority responsible for us. This is:

The Land Commissioner for Data Protection and

The State Commissioner for Data Protection and Freedom of Information Rhineland-Palatinate

Prof. Dr. Dieter Kugelmann

Address:

Hintere Bleiche 34  
55116 Mainz  
GERMANY

Postal address:

Postfach 30 40  
55020 Mainz  
GERMANY

Phone: +49 (6131) 208-2449

Fax: +49 (6131) 208-2497

E-mail: [poststelle@datenschutz.rlp.de](mailto:poststelle@datenschutz.rlp.de)

### **9. Amendment of the Privacy Notice**

We reserve the right to change our security and data protection measures. In these cases, we will also adapt our privacy policy accordingly. Please note the current version of our data protection notice.

### **10. Contact**

If you would like to contact us, you can contact us at the address indicated in the "Controller" section. To assert your rights and to report data protection incidents, use the following link:

<https://www.bkms-system.net/bosch-datenschutz>.

For suggestions and complaints regarding the processing of your personal data, we recommend that you contact our data protection officer:

Data Protection Officer

Abteilung Informationssicherheit und Datenschutz (C/ISP)

Robert Bosch GmbH

Postfach 30 02 20

70442 Stuttgart

GERMANY

or

mailto: [DPO@bosch.com](mailto:DPO@bosch.com)

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