

Information on the Processing of Personal Data for Conducting Online Training of PROAKTIV Management GmbH and Consent Form

In order to improve your skills and for the purposes of further education, PROAKTIV offers online training for your individual needs in the areas of sales and management. In order to conduct the online training, we need your explicit consent to the processing of your personal data.

Additional Information Concerning the Use of Video Conference Software of Zoom: In connection with the online training, we also offer you the opportunity to participate in live coaching sessions. In this regard, we use the technical service offerings of our service provider, the video platform Zoom, which is operated by Zoom Video Communications, Inc., 55 Almaden Blvd, Suite 600, San Jose, California 95113, United States of America („**Zoom**“). The processing of data by Zoom is generally subject to Zoom’s privacy policy. PROAKTIV is not responsible for Zoom’s compliance with data protection law and does not have any knowledge in this regard in individual cases.

This communication contains important information on the processing of your personal data in connection with the online training.

Who is the data controller?

Your personal data will be processed by PROAKTIV Management GmbH, Welfenstrasse 22, 81541 Munich („**PROAKTIV**“).

Our External Data Protection Officer

We have appointed Dr. Annette Demmel, SPB DPO Services GmbH, Unter den Linden 21, 10117 Berlin, annette.demmel@spb-dpo-services.com, as our external data protection officer.

Purpose and Legal Basis for Processing the Data

Your personal data will be processed for the purpose of conducting the online training. The legal basis for the processing is Section 4(1) of the German Federal Data Protection Act (“BDSG”) or, as of 25 May 2018, Art. 6(1) a) of the General Data Protection Regulation (Regulation (EU) 2016/679). We also use anonymous evaluations of the training process and feedback on the training for the internal purpose of further developing the online training.

Recipients

The employees of PROAKTIV as well as the employees of its parent company Career Partner GmbH, Ridlerstraße 57, 80339 Munich, and its affiliate IUBH - Internationale Hochschule GmbH, Mülheimer Straße 38, 53604 Bad Honnef, who are responsible for the administration and execution of the online training, its evaluation will have access to your personal data. In addition, we employ internal and external IT employees for the maintenance of our IT systems, who may gain access to your personal data within the scope of their work.

Please refer to the private policy of Zoom for information on the recipients at Zoom who will have access to your personal data. Zoom processes data if you initiate such processing by registering with Zoom and participating in a live coaching session. Such processing takes place outside of PROAKTIV’s sphere of responsibility.

Transfer

PROAKTIV will not transfer your personal data listed below to any third country outside of the EU. If you use the live coaching services offered through Zoom, your personal data collected in this regard by Zoom will be processed in the USA and in other countries, if applicable. Please refer to Zoom's privacy policy for details in this regard. Such processing takes place outside of PROAKTIV's sphere of responsibility.

Categories of data

In connection with the online training, the following categories of data are concerned:

- Name
- E-mail address
- Function
- Title
- Booked and completed training sessions
- Completion status
- Trainer feedback
- Self-evaluation
- External evaluation
- Feedback on the modules
- Learning achievements

If you also participate in a live coaching session, Zoom will process the following personal data:

- User name, which you select on Zoom's platform,
- Your text contributions,

and, if you decide to have a live coaching session recorded:

- Recording of your voice,
- Recording of your image via video.

How long will your personal data be stored?

The data of the evaluation of the online training with personal reference will be stored for the duration of the contract and one year after termination of the contract. Time in which you use the test access, but no more than half a year after your registration stored.

Your rights

You may contact us either in writing or by e-mail (info@proaktiv-online.de) to exercise the following rights:

- Access your data to check and review it;
- Obtain a copy of your personal data;
- Demand that we correct or delete your personal data, or restrict the processing of your personal data; this also includes the right to have incomplete or incorrect personal data completed, including by means of providing a supplementary statement;
- Object to the processing of your personal data;

- Receive your personal data in a structured, commonly used and machine-readable format and, subject to any rights of use of third parties, have it transmitted to another controller, provided that you have consented to the processing or the processing is based on a contract with you.
- You also have the right to lodge a complaint with a supervisory authority in relation to the processing of your personal data.

In order to exercise your rights vis-à-vis Zoom, please refer to the contact information provided in Zoom's privacy policy.

Automated decision-making

Your personal data will not be used for automated-decision making.

Why will your personal data be collected?

We need your personal data in order to conduct the online training. You may choose not to provide your personal data or provide incomplete personal data, or refrain from granting your consent to the processing of your personal data respectively. However, this may mean that we will not be able to conduct the online training with you.

The disclosure of your name and text, audio or video contributions when using Zoom is voluntary. You may refrain from disclosing this information, however, you may then not be able to participate in a live coaching session.

You can withdraw your consent at any time with future effect. Please address your withdrawal to: PROAKTIV Management GmbH, Welfenstrasse 22, 81541 Munich, +49 221 4853838, info@proaktiv-online.de