

# Data protection regulations

Adopted by the executive board on January 21, 2021.

Prepared in cooperation with tcworld GmbH and jointly decided by the Executive Board of the Gesellschaft für Technische Kommunikation – tekomp Deutschland e.V. and the European Association for Technical Communication – tekomp Europe e.V. (hereinafter “tekomp”).

## 1. Preamble

With these data protection regulations in accordance with Article 13 of the European General Data Protection Regulation (GDPR), tekomp hereby provides information on the processing of personal data.

## 2. Controller

The controller, as defined by GDPR Article 4 (7) in conjunction with Article 26, is tekomp and tcworld GmbH jointly, the latter as service provider for both associations. In a joint controllership, two or more controllers are jointly responsible for processing personal data, as they can jointly (not necessarily to the same extent) determine the purposes and means of the processing.

As a service provider, tcworld GmbH renders services for members (websites, 'my tekomp', and acting as an event organizer and publishing house for tekomp publications as well as a training provider in the field of technical communication). Specifically, a joint agreement regulates the actual function and relations of the organizations jointly responsible for the internal relationship. Irrespective of any agreements made, data subjects are free to choose which of the joint controllers should be liable to them.

## 3. Processing of personal data

The controller processes data of:

- a) Members
- b) Speakers
- c) Participants in events organized by regional groups and country organizations
- d) Interested persons
- e) Users of the web portal
- f) Conference participants
- g) Participants in training courses
- h) Purchasers of media
- i) Applicants, employees and trainees

## 4. Legal basis for the processing of personal data

These data are processed exclusively for the pursuit of the association's purposes as stated in § 2 of the respective articles, in particular for communication with members, speakers and participants, including invitations to and information about events and the collection, processing and settlement of contributions, honorariums and fees.

For other purposes not relating to collection, the data shall be processed only if the data subjects have given their consent.

Purpose of data collection	Specific data	Legal basis
Member administration	<ul style="list-style-type: none"> <li>• Last name</li> <li>• First name</li> <li>• Salutation/title</li> <li>• Date of birth</li> <li>• Company/university</li> <li>• Email address</li> <li>• Phone number (office, optional)</li> <li>• Phone number (private, optional)</li> <li>• Fax, office (optional)</li> <li>• Postal address</li> </ul>	GDPR Art. 6 (1) 1 lit. b
Administration of membership fees	<ul style="list-style-type: none"> <li>• Billing address, if different</li> <li>• Specific bank details (for direct debit)</li> <li>• If applicable for reduced and free memberships: unemployment and pension certificate, enrollment certificate and training certificate</li> </ul>	GDPR Art. 6 (1) 1 lit. b
Additional saved data in the interest of tekomp as a professional and trade association	<ul style="list-style-type: none"> <li>• Title</li> <li>• Industry/sector</li> <li>• Position</li> <li>• Professional title</li> </ul>	GDPR Art. 6 (1) 1 lit. f
Holding of association events and conferences (participants and speakers)	<ul style="list-style-type: none"> <li>• Last name</li> <li>• First name</li> <li>• Salutation</li> <li>• Email address</li> <li>• Bank details (only for</li> </ul>	GDPR Art. 6 (1) 1 lit. b

	<p>speakers, if a fee or reimbursement of costs has been agreed on and, if applicable, in the case of fee-based offers, also in the case of participants for processing participant fees</p>	
<p>Certification/further education offers</p>	<ul style="list-style-type: none"> <li>• Last name</li> <li>• First name</li> <li>• Salutation/title</li> <li>• Gender</li> <li>• Date of birth</li> <li>• Profession</li> <li>• Employer</li> <li>• Postal address</li> <li>• Email address</li> <li>• Telephone number (home, office)</li> <li>• Fax (home, office)</li> <li>• Member number (if available)</li> <li>• Invoice address</li> <li>• Compliance with certification requirements</li> <li>• Fulfillment of examination requirements</li> <li>• Optional areas/technical information for project work</li> <li>• Exam documents and results</li> </ul>	<p>GDPR Art. 6 (1) 1 lit. b</p>
<p>For the purpose of self-advertising by tekom and tcworld GmbH as service provider of tekom, advertising is sent by email to members and participants in events organized by regional groups and country organizations and conferences, buyers of publications and participants in further training courses</p>	<ul style="list-style-type: none"> <li>• Last name</li> <li>• First name</li> <li>• Salutation</li> <li>• Email address</li> </ul>	<p>GDPR Art. 6 (1) 1 lit. f or GDPR Art. 6 (1) 1 lit. a</p>

For the purpose of member recruitment, interested persons can register under 'my tekomp' or the websites of the professional journals	<ul style="list-style-type: none"> <li>• Salutation</li> <li>• First name</li> <li>• Last name</li> <li>• Email address</li> <li>• Postal code</li> </ul>	GDPR Art. 6 (1) 1 lit. a
For the purpose of recruiting, administration of employees and payroll administration	<ul style="list-style-type: none"> <li>• Name, postal address</li> <li>• Gender</li> <li>• Date of birth</li> <li>• Marital status</li> <li>• Emergency contact</li> <li>• Tax class</li> <li>• Tax ID</li> <li>• Religious affiliation</li> <li>• Nationality</li> <li>• Application documents</li> <li>• Employment references</li> <li>• Social security number</li> <li>• Contract documents</li> <li>• Consent to data publication (internally on SharePoint, externally on website)</li> <li>• Company pension plan with insurance number, account balance, amount paid out</li> <li>• Health insurance details</li> <li>• Continuing education</li> <li>• (Birth certificates for proof of parental status etc.)</li> <li>• Other certificates</li> </ul>	BDSG (Federal Data Protection Act) § 26 Para. 1 and 3 as revised

Personal data from persons living in countries of the European Union and third countries (e.g. from members and event participants from non-European countries) is collected. The processing takes place in a country of the European Union or the EEA. Data will only be transferred from European member states to third countries if appropriate guarantees are provided in accordance with GDPR Art. 46.

## 5. Data processing in the context of public relations

For the purpose of external presentation, photos of members, conference speakers, conference participants and other persons attending tekomp events are published on the association's websites. The legal basis for this is GDPR Art. 6 para. 1 sentence 1 lit. a and f.

## 6. Confidentiality

All employees of tekcom and tcworld GmbH who handle personal data are committed to the confidential handling of personal data. This also applies to volunteers who handle personal data, e.g. board members, persons with functions in regional groups or members of initiative committees or board members in country organizations.

## 7. Data protection officer

As tekcom and tcworld GmbH generally employ at least twenty people permanently engaged in the automated processing of personal data, a joint data protection representative must be appointed. The selection and nomination are the responsibility of the board according to § 26 BGB. The board shall ensure that the nominated person has the necessary expertise.

## 8. Deletion concept/association archive

A deletion concept must be developed, followed and regularly checked. As a professional association, tekcom has a legitimate interest in maintaining an association archive, which may only be accessible to a limited group of persons.

## 9. Rights of data subjects

The persons named in point 3 have the right to request information about the data stored on them (GDPR Art. 15). They may also request the correction, deletion or restriction of the processing of such data (GDPR Art. 15-18) and object to data processing for reasons arising from their particular situation in accordance with GDPR Art. 21. Furthermore, they also have the right to lodge a complaint with the data protection supervisory authority (Landesbeauftragten für den Datenschutz und die Informationsfreiheit Baden-Württemberg, Königstraße 10 a, 70173 Stuttgart) regarding the processing of their data by tekcom if they believe that it violates data protection regulations.