



Work package	WP5 – Transnational Training Provisions of the Painting-SkillsAcademy			
Result	R5.4 – European pool of lecturers			
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Publication level	PU – Public			X
	PP - Limited to other E+ programme participants (including EACEA, Commission services and project auditors)			
	CO - Confidential, only for consortium members (including EACEA, Commission services and project auditors)			
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Contributors				
Quality Inspector				
Summary	European pool of lecturers			
Coordinator	SBG			

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Data protection information	1	Ines Jeschke	Draft 1	03.11.2022
	2	All partners	Final version	30.11.2022



Data protection information

Between the

UNIEP – PSA

...
...

and

«Company»/«First name» «Surname»
«Street»
«Postal code» «City»

The following information on the processing of your personal data in our company is provided in accordance with Articles 13 and 14 of the EU General Data Protection Regulation (GDPR).

The provision and processing of your data is necessary for the conclusion and fulfilment of your agreement on freelance work / honorary teaching assignment.

1. Data protection information

Specification	Information
1. Controller pursuant to Article 4 (7) GDPR	UNIEP Phone: ... Fax: ... E-mail: ... Website: ... President / Managing Director: ...
2. Data Protection Officer Contact details Phone: ... E-mail: ...



3. Purposes of processing	<ul style="list-style-type: none"> • Fee Management • Fee management • Royalty Settlement • Service contracts • Documentation and proof obligations imposed by law or regulation, keeping of legally prescribed lists/statistics
4. Legal basis(s)	<ul style="list-style-type: none"> • Art. 6 (1) (b) GDPR
5. data/data categories, that processes about you become	<ul style="list-style-type: none"> • Identity data • Address and contact details • Bank details • Application
6. categories of recipients, which is passed on become	<p>Personal data in general:</p> <ul style="list-style-type: none"> • HR Department • Financial Accounting, Controlling • IT • Management <p>Fee data:</p> <ul style="list-style-type: none"> • HR Department • Financial Accounting, Controlling • ...
7. Transfer to third countries (outside the EU); Warranties, if ap- plicable	<ul style="list-style-type: none"> • In principle, none
Storage periods	<ul style="list-style-type: none"> • Criterion: statutory retention periods • up to 5 years after termination of the contract: <ul style="list-style-type: none"> ○ Contract ○ Address and contact details • 6 years according to HGB, 10 years according to AO: <ul style="list-style-type: none"> ○ Salary data, financial accounting data • up to 10 years after retirement: <ul style="list-style-type: none"> ○ Identity data ○ Address and contact details
8. Data origin Data categories that Company receives and processes companies from third parties (and not from you) about you	<ul style="list-style-type: none"> • In principle, none



2. Your rights

In connection with your data, you have the right to:

- **to request information** about your personal data processed by us in accordance with article 15 GDPR. In particular, you can obtain information about the purposes of processing, the category of personal data, the categories of recipients to whom your data has been or will be disclosed, the planned storage period, the existence of a right to rectification, deletion, restriction of processing or objection, the existence of a right of appeal, the origin of your data, if not collected by us, and the existence of automated decision-making. request profiling and, where applicable, meaningful information on its details.
- in accordance with article 16 GDPR, to immediately request the **correction** of incorrect or completion of your personal data stored by us.
- to request the **deletion** of your personal data stored by us in accordance with article 17 GDPR, unless the processing is necessary to exercise the right to freedom of expression and information, to fulfil a legal obligation, for reasons of public interest or to assert, exercise or defend legal claims.
- **to demand the restriction** of the processing of your personal data in accordance with article 18 GDPR, insofar as the accuracy of the data is disputed by you, the processing is unlawful, but you refuse to delete it and we no longer need the data, but you need it to assert, exercise or defend legal claims or you have objected to the processing in accordance with article 21 GDPR.
- to **data portability** under the conditions of article 20 GDPR, i.e., to receive your personal data, which you have provided to us, in a structured, commonly used, and machine-readable format or to request the transmission to another controller.
- a **right of revocation** in accordance with article 7 (3) GDPR, so that you can revoke your consent to us at any time. As a result, we may no longer continue the data processing based on this consent in the future. If you would like to exercise your right of withdrawal, simply send an e-mail to **...**.
- a right of **objection**, if your personal data are processed on the basis of legitimate interests pursuant to article 6 (1) GDPR, you have the right to object to the processing of your personal data in accordance with article 21 GDPR, provided that there are reasons for this arising from your particular situation or the objection is directed against direct advertising. In the latter case, you have a general right of objection, which will be implemented by us without specifying a particular situation. If you would like to exercise your right of objection, simply send an e-mail to **...**.
- a **right of appeal** pursuant to article 77 GDPR, i.e. You can complain to a supervisory authority. As a rule, you can contact the supervisory authority of your usual place of residence or workplace or our company headquarters.

This is currently:

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Contact
Address
Phone:



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