

# Privacy Policy of the Isle of Vilm International Nature Conservation Academy (INA) of the Federal Agency for Nature Conservation (BfN) supplementary to the Privacy Policy of BfN

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## **General information**

This Privacy Policy explains what happens to personal data when people contact, or are in contact, with the Isle of Vilm International Nature Conservation Academy or use services of the Isle of Vilm International Nature Conservation Academy. The Privacy Policy also informs data subjects about their rights.

INA processes personal data only to the extent necessary. INA processes personal data in accordance with the European General Data Protection Regulation (GDPR), the German Federal Data Protection Act (BDSG) and the Privacy Policy of the Federal Agency for Nature Conservation, as amended from time to time (<https://www.bfn.de/en/privacy-policy.html>). This Privacy Policy, which is specific to the International Nature Conservation Academy, applies in addition to, and without prejudice to, the general Privacy Policy of the Federal Agency for Nature Conservation.

In the following, we provide information about the specific items of personal data we collect, who we collect it from and what we do with the data. We also provide information about your data protection rights and whom you can contact in this connection.

## **What data do we process?**

We process data necessary to INA event operations, including among other things:

- Family name, given name, title
- Company/institution, position
- Postal address, phone number, email address

When you register for events, we may additionally record your duration of stay, diet preferences and payment information.

In connection with our events, we process and store the data you provide, and information (including any personal data) contained in emails, for the purpose of contacting you and processing your request.

Photographic images are also taken during events.

## **What is the legal basis on which we process your data?**

We process your data according to the GDPR – in particular in accordance with:

Article 6(1)(e) for the performance of our tasks in the public interest;

Article 6(1)(b) for the performance of a contract or to take steps prior to entering into a contract;

Article 6(1)(a) under consent given for specific and notified purposes.

## **What purpose do we process your data for?**

The data is processed for the purpose of organising the event for which you have registered (sending out event information and materials, compiling lists of participants and distributing them during the event, enabling admission checks, providing letters of support to embassies for visa issue, assessing the quality of courses and seminars, confirming attendance, etc.). This also includes the use of data for any statistical analysis and for our public relations work.

With your specific consent under Article 6(1)(a), we process your data in order to inform you about future INA events and to invite you if you are interested. If you have given us your consent to do so, photographic images are used for documentation purposes and may be used online or in INA publications for public relations purposes.

In contract processing under Article 28 GDPR, INA may cause your data to be transferred to one or more contractors who use your personal data to organise events under contract to INA. In such cases, INA enters into a contract processing agreement under Article 28 GDPR placing the contractor under obligation to comply with the data protection requirements in performance of contract and granting INA the necessary rights to verify compliance.

## **How do we process your data?**

Your data is stored and processed electronically. In this connection, we apply technical and organisational security measures to protect your personal data from accidental or unlawful destruction, loss, alteration, unauthorised disclosure or unauthorised access.

## **When can we share your data?**

Your data may be transferred to processors in accordance with Article 28 GDPR for the purpose of organising the event for which you have registered. If you have consented to be informed about and invited to future INA events, your data may also be transferred to processors for this purpose. The recipients of your data may then also be cooperation partners or service providers contracted by INA.

Your data is not otherwise shared with others. We can only share your data if you give us your express consent to do so or if it is permitted by law. In particular, it may be permitted when audits by supervisory authorities are required. For example, the German Supreme Audit Institution (Bundesrechnungshof) may receive data from us for auditing purposes.

## **How long do we store your data?**

Your data is only stored for as long as is necessary to organise and follow up the events for which you have registered, including statistical evaluation and public relations. After that, your data is erased or kept in accordance with the retention periods stipulated for written matter in the German Registry Directive (Registraturrechtlinie).

If you have consented to be informed about and invited to future INA events, we store your data for as long as is necessary for this purpose or until you withdraw that consent.

## **What are your rights as a data subject?**

You have various rights as a data subject under the General Data Protection Regulation. For details, please see <https://www.bfn.de/en/privacy-policy.html>.

## **BfN Data Protection Officer**

The BfN Data Protection Officer is available for any further questions and information about data protection. The Data Protection Officer is also the contact person for your rights as data subject.  
Contact:

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***As of: 27.06.2019***