

## **Public procedure register of iversity Learning Solutions GmbH as per § 4 e BDSG (German Federal Data Protection Act)**

### 1. Name of the responsible entity

iversity Learning Solutions GmbH

### 2. Head of responsible entity and of data processing

Managing directors:

Hannes Klöpffer and Christina Pautsch

Authorised head of data processing:

Gordon Friebe

### 3. Address of responsible entity

Krausnickstr. 16

10115 Berlin

eMail: office@iversity.org

web: www.iversity.org

### 4. Purpose of data collection, data processing or data use

#### 4.1 Online range of courses

Collection, processing, use and transmission of personal data for the operating purposes of the online platform iversity.org

#### 4.2 Personnel management

Collection, processing, use and transmission for its own purposes and to comply with legal and national-insurance obligations.

### 5. Description of the group(s) of individuals affected and the associated data or data Categories, group(s) of individuals

#### 5.1 Visitors to the online platform

Data for statistical evaluation using web analytics and conversion tools

#### 5.2 Interested parties

Name and e-mail address

#### 5.3 Participants in online courses, graduates

Personal and contact data, education data, contractual data, possibly billing data

#### 5.4 Instructors and teaching assistants as well as other contractual partners

Personal and contact data, contractual data

#### 5.5 Employees and applicants

Personal and contact data, education data, billing data, data on personnel administration and personnel management

#### 5.6 Legal representatives and liaison officers

Personal and contact data

#### 5.7 Telecommunication

Telephone, fax, Internet and e-mail data

### 6. Recipients or categories of recipients to whom the data will be

#### 6.1 Internal

Administrators and employees responsible for data processing

## 6.2 External

Other online course participants, instructors and teaching assistants, its own contractual partners, IT supervisors as well as external data-processing centres, authorities, courts and other agencies, national insurance agencies, banks for the purpose of payment processing.

## 7. Standard periods for the erasure of data

The German parliament has enacted numerous laws pertaining to data-retention duties and periods. Once these periods have elapsed, the corresponding data will be erased as a matter of routine if it is no longer required to comply with the contract. Where data is not subject to these regulations, it will be erased when the purposes for which it was obtained (see 2.1) cease to apply.

## 8. Planned data transmission in third countries

Data transmission in third countries arises in the context of the performance of a contract, essential communication and other exceptions expressly foreseen in the German Federal Data Protection Act. Otherwise there will be no transmission in third countries and no such transmission is planned.