



Supplier information on the collection and processing of personal data in accordance with Art. 13 GDPR

Updated as of October 5, 2020

We take the protection of your personal data very seriously and it is our priority that you feel safe and comfortable in our business relationship. When processing personal data, it is important for us to take your privacy into account in all business processes. Personal data will be processed by us in accordance with data protection regulations.

The responsible organization for processing your personal data is:

CEPA Customized Educational Programs Abroad GmbH
Burgweg 24, 74379 Ingersheim, Germany
Phone: +49 (0)71 42 95 65 11
E-Mail: privacy@cepa-abroad.org

You can contact our external data protection officer at:

D3 Datenschutz UG (limited liability)
Nico Villing
Keplerstraße 7, 74072 Heilbronn, Germany
E-Mail: privacy@cepa-abroad.org

We process data that you provided to us as part of our business relationship. In particular, this includes the following data:

- Personal and contact details of the supplier's contact person, e.g. title, name, gender, organization, department, address (professional or personal), telephone/mobile number, e-mail address (professional or personal)
- Information about dietary requirements and relevant health issues (if relevant for travels)
- CV (if necessary)
- Passport data, e.g. birthday, passport number, nationality (if necessary)
- Data for payment processing, e.g. bank account information
- Contract information
- Skype or Zoom ID (if necessary)



Insofar as it is legally permissible and necessary for the provision of our services, we also process personal data from publicly available sources (e.g. commercial register, Internet, public authorities). This includes in particular the following data:

- Business address and name of the managing directors
- Business address and shareholder name (as far as can be seen from commercial registers)

We collect and process your personal data in the context of the recording and fulfilment of our contractual obligations (e.g. contact details for contacting the conclusion of a supplier contract). The legal basis here is Art. 6 b) GDPR. In order to safeguard the legitimate interest, we process your data on the legal basis in accordance with Art. 6 (f) GDPR. In order to settle the contractual relationship, we have a legitimate interest in processing the data in order to carry out credit checks and to be able to collect claims, also in the context of assignments of debt collection companies. In addition, your data will be used to assert legal claims and defend legal disputes in accordance with Art. 6 c) GDPR.

The provision of personal data is necessary in the context of marketing and communication, for the receipt of newsletters, features on social media and web analytics. We process the data that you provide to us as part of our business relationship. The legality of the processing is derived from Art. 6 (1) b) GDPR. This includes in particular the following data:

- Personal and contact information of the customer's contact person(s), e.g. name, gender, e-mail address (professional or personal), organization
- IT data, e.g. IP-address

Your data is processed internally by the relevant departments. As part of our purchasing activities, we are also the processor on behalf. Your data will be passed on in strict compliance with the requirements of the GDPR.

Insofar as it is necessary to fulfil our contractual and legal obligation, we may also transmit your data to recipients outside our company. These may include:

- Other service providers, e.g. transportation providers, accommodation providers, restaurants, cultural or academic institution, etc.
- Coordinators/Cultural Ambassadors
- Freelancers associated with CEPA
- Partner organizations in the respective destination countries
- IT service providers
- Customers (educational institutions and program participants)
- Payment processing service providers and banks
- Tax authorities and consultants
- Marketing platforms and services, e.g. Mailchimp, Hootsuite, Twitter, LinkedIn, Facebook
- Website host and programming interface, e.g. 1&1 IONOS, WordPress



The storage of your data is limited to the required period of time. As soon as these are no longer required for the above-mentioned purposes, these will be deleted with compliance with the statutory retention obligation.

As a supplier you have the following rights in connection with the processing of your personal data:

- Pursuant to Art. 15 GDPR you have the right to access information on the data stored by us.
- Pursuant to Art. 16 GDPR you have the right to have incorrect data corrected.
- Pursuant to Art. 17 GDPR you have the right to have your data deleted, provided that there is no legal reason for further storage.
- Pursuant to Art. 18 GDPR you have the right to request a restriction on the processing of your personal data.
- Pursuant to Art. 20 GDPR you have the right to data portability regarding all data that you have provided to us.

To exercise these rights, please e-mail us at: privacy@cepa-abroad.org

Additionally, in accordance with Art. 21 GDPR, you have the right to enter an objection against the processing of your personal data, for a reason arising from your specific situation. We will stop processing your personal data unless we can demonstrate compelling and legitimate reason for the processing, that outweighs your interests, rights, and freedoms, or if the processing serves to assert, exercise or defend legal claims.

According to Art. 21 GDPR you also have the right to withdraw your consent given to us at any time. This has no impact on the legality of data processing in the past, based on your consent. A withdraw has no effect on data processing carried out based on Art. 6 (1) e) or f) GDPR or carried out for purposes of direct advertising. To exercise your right to object please e-mail us at: privacy@cepa-abroad.org

If you believe that we are in breach of the General Data Protection Regulation by processing your personal data, you have the right to complain to a supervisory authority. The supervisory authority responsible for us is:

Landesbeauftragter für Datenschutz und Informationssicherheit Baden-Württemberg
Königstr. 10a
70173 Stuttgart
Germany