

## Conditions of participation for Staburo Academy training courses

### Binding registration:

Please register by e-mail or with the registration form for the respective event and transfer the participation fee to our bank account at least one week before the event begins:

<b>Bank details:</b>	
Account holder:	Staburo GmbH
IBAN:	DE52700100800050049801
BIC:	PBNKDEFF
Credit institution:	Postbank
Purpose of payment:	Staburo Academy/ <i>Name/Invoice Number</i>

If the registration is made at such short notice that payment cannot be received before the start of the course, the registered person may attend with reservation. The training certificate will then only be issued after receipt of payment.

Your presence during the entire event is a prerequisite for the training certificate. You will receive the certificate by e-mail after the event.

### Copyright:

The documents used within a course or made available for retrieval via Internet are protected by copyright. Therefore, in particular, the making of copies of files or printouts for third parties, the passing on or forwarding of files to third parties or other use for purposes other than one's own study purposes, whether for payment or free of charge, requires the explicit prior written consent of Staburo GmbH, even after the end of course participation.

Digital and analogue recording of the online courses is prohibited and will be prosecuted under copyright law and criminal law in the event of violation (§§ 15 ff. UrhG).

### Participation Fee:

The participation fee for a 2-day online course is 1,100 € (applicable VAT will be added). For students with a valid certificate of enrolment (please send it with your registration) the participation is free of charge.

### Cancellation:

Cancellation must be made in the written form by letter or e-mail ([academy@staburo.de](mailto:academy@staburo.de)) as soon as possible.

### Cancellation of the course:

If there are too few participants or in cases of force majeure, we reserve the right to cancel the course. We will inform you as soon as possible and refund the participation fee.

## **Data protection notice**

Information on how your data and rights are handled in accordance with Articles 13, 14 and 21 of the General Data Protection Regulation (GDPR).

### Responsible person for data processing and Data Protection Officer

Staburo GmbH  
Aschauer Str. 26b  
81549 München

Telephone: +49 89 55271520

E-Mail: [info@staburo.de](mailto:info@staburo.de)

You can contact our data protection officer at the above address.

### Categories of data used and source of data

The categories of personal data processed include in particular first name, surname, contact data, (mobile) telephone number, e-mail address, as well as other data from the seminar management (e.g. certificates). You send us your personal data as part of your registration and the execution of the seminar.

### Purposes and legal basis of the data processing

We process your personal data in accordance with the provisions of the EU Data Protection Basic Regulation (GDPR) and the Bavarian Data Protection Act. Data processing serves the purpose of seminar and event management. By submitting your participant data, you consent to the processing of your personal data in accordance with Art. 6 Paragraph 1 b) DS-GVO.

Should we intend to process your personal data for another purpose, you will be informed in advance in accordance with the legal provisions.

### Data transmission

Within Staburo GmbH only those persons and departments (e.g. financial accounting) receive your personal data that require to fulfil our contractual and legal obligations in seminar management. In addition, we may also transfer your personal data to the respective lecturer or event manager if this is necessary for the fulfilment of the seminar offer.

### Duration of storage of personal data

If your data is no longer necessary for the fulfilment of the seminar or legal obligations, we will delete it immediately, unless its temporary further processing is necessary for the following purposes: compliance with commercial and tax law retention periods. The German Commercial Code and the German Fiscal Code are to be mentioned. The periods of retention or documentation specified there are up to ten years.

### Right of withdrawal

If you have consented to the processing of your data by Staburo GmbH through a corresponding declaration, you can revoke this consent at any time for the future. This does not affect the legality of the data processing that took place based on the consent until the revocation. In this case, the further use of your data for our seminar management ends for us.

### Obligation to provide the data

In order to participate in seminars you are obliged to provide your data. We need your data for the administrative implementation of our seminar management.