

# Information on Data Protection for language school students according to Art. 13 GDPR

## **I. Name and contact details of the controller**

speakeasy Berlin GmbH  
[info@speakeasy.berlin](mailto:info@speakeasy.berlin)  
Warschauer Straße 34-38  
10243 Berlin

## **II. Contact details of the data protection official**

Katharina Dieball  
[katharina@speakeasy.berlin](mailto:katharina@speakeasy.berlin)  
Warschauer Straße 34-38  
10243 Berlin

## **III. Categories of processed data**

We process the following of your data:

- Name
- Date of birth
- Sex
- Nationality
- Place of birth
- First language
- Email address
- Address
- Phone number
- Bank details of card payments or bank transfers
- Booking history
- Content provided in email exchanges

## **IV. Purposes and legal basis of the processing of your data**

We use this data for:

- Course planning
- Finalising your booking
- Renting out student accommodation
- Filing for accounting and tax purposes.

The legal basis for this is Art. 6 Par. 1 lit. b) GDPR.

Filing for accounting and tax purposes is done according to Art. 6 Par. 1 lit. c) GDPR in connection with §§ 140 ff. AO, 257 German Commercial Code.

## **V. Recipients or categories of recipients of personal data**

Your data is processed by the following departments:

- Administration staff
- Management
- Teachers

If necessary, we pass on your data to external recipients. This includes our technical support as well as:

- IT-Service
- Accounting
- Tax accountancy
- in case of language exams: telc gGmbH
- upon request: authorities such as embassies or the Foreigners' Office in Berlin
- if your employer pays for your language course or exam: your employer

## **VI. Duration of data storage**

If you register for a language course or a language exam at speakeasy, we save your data for the duration of the contractual relationship and then for another 11 years starting with the year in which the contractual relationship ended.

## **VII. Rights of the data subject**

The General Data Protection Regulation guarantees you certain rights which you can exercise, given that the legal requirements apply.

### **- Art. 15 GDPR – Right of access by the data subject:**

The data subject shall have the right to obtain from the controller confirmation as to whether or not personal data concerning him or her is being processed, and, where that is the

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case, to which data this applies and what the conditions of the data processing are.

- **Art. 16 GDPR – Right to rectification:**  
The data subject shall have the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning him or her. Taking into account the purposes of the processing, the data subject shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.
- **Art. 17 GDPR – Right to erasure:**  
Under certain conditions, the data subject shall have the right to obtain from the controller the erasure of personal data concerning him or her without undue delay and the controller shall have the obligation to erase personal data without undue delay.
- **Art. 18 GDPR – Right to restriction of processing:**  
Under certain conditions, the data subject shall have the right to obtain from the controller restriction of processing.
- **Art. 20 GDPR – Right to data portability:**  
The data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to a controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided if this is technically feasible.
- **Art. 21 GDPR – Right to object:**  
The data subject shall have the right to object, on grounds relating to his or her particular situation, at any time to

processing of personal data concerning him or her.

The controller shall no longer process the personal data unless the controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims.

- **Art. 77 GDPR in connection with § 19 Federal Data Protection Act – Right to lodge a complaint with a supervisory authority:**

The data subject shall have the right to lodge a complaint with a supervisory authority, in particular in the Member State of his or her habitual residence, place of work or place of the alleged infringement if the data subject considers that the processing of personal data relating to him or her infringes this regulation.

If you have given us your consent, you have the right to withdraw your consent. All data processings which have been undertaken until the withdrawal of your consent, remain legitimate. To this end, please send a message to [info@speakeasy.berlin](mailto:info@speakeasy.berlin).

#### **VIII. Legal and contractual duties for the provision of your data**

We are legally bound to collect the following data for invoices: name, address, items booked. For official documents we have to collect the following data: name, birth date, address, booked items. Other than that, the collection of data is voluntary.

#### **IX. Automated decision-making incl. profiling**

We do not use any automated decision making which affects you or develops a legal effect.