

INFORMATION PURSUANT TO ART. 13 AND ART. 14 GDPR



NOTE ON THE PROCESSING OF PERSONAL DATA IN ACCORDANCE WITH ART. 13 AND 14 GENERAL DATA PROTECTION REGULATION (GDPR)

The **Goethe-Institut e.V.**, Oskar-von-Miller-Ring 18, 80333 Munich, Germany, **represented by the Goethe-Institut Kairo**, 13, Sharia Hussein Wassef Midan El-Missaha-Doqqi, 12611 Cairo, Egypt, hereinafter referred to as "GI", collect and process your personal data (hereinafter referred to as "data") under the following conditions.

PURPOSE

The purposes of the processing of your personal data result from your relationship with the Goethe-Institut and its funding partners, the Institut für Auslandsbeziehungen (Institute for Foreign Relations, hereinafter referred to as the ifa) and the German Federal Foreign Office. In detail, we distinguish between the following groups of partners:

- a) Artists and cultural workers (in case of inquiry/application for the "Hub for Artists from Sudan"): We process your personal data (e.g. name, address/contact details, origin/nationality, gender, age, artistic/cultural work, risk situation, other information) for the following purposes:
 - for internal processing purposes (including storage on our systems) to review, select and/or process your query or your application
 - to transmit information to the required extent (if necessary also from public sources) to ifa and to the German Federal Foreign Office, German embassies, security experts, possible partner organizations as well as referees, and to the Federal Office of Administration and the Federal Audit Office, if this is required for the review of the application and/or within the framework of the implementation/audit of the project funding.
 - to forward eligible applications to a selection committee, consisting of Goethe-Institut staff and external experts.
 - within the framework of evaluation surveys for current and former scholarship holders for internal evaluation and improvement of the Goethe-Institut and ifa, including an assessment of the project with regards to target achievement, efficiency and effectiveness, and in an anonymous and aggregated manner for reporting to our funding partner (German Federal Foreign Office) as well as for public relations activities.
- b) For referees specified by applying artists or cultural workers: We process their personal data (e.g. name, address / contact details, occupation/job title) for the following purposes:
 - for internal processing purposes (including storage on our systems) to review, select and/or process your query or your application
 - to transmit information to the required extent to ifa and to the German Foreign Office, German embassies, security experts, possible partner organizations as well as referees, if this is necessary to review applications and/or to process funding.
 - to forward eligible applications to a selection committee, consisting of Goethe-Institut staff and external experts
 - for queries (by telephone/written/digital)

- c) Other third parties such as designated emergency contacts and other project participants (e.g. name, address/contact details, occupation/job title):
- for internal processing purposes (including storage on our systems) to review, select and/or process a query or your application.
 - to transmit information to the required extent to ifa and to the German Foreign Office, German embassies, security experts, possible partner organizations as well as referees, if this is necessary to review applications and/or to process funding.
 - to forward eligible applications to a selection committee, consisting of Goethe-Institut staff and external experts.
 - for queries (by telephone/written/digital).

If you provide us with personal data from third parties, you are obliged to inform them about the use of your data by referring to the privacy policy communicated to you. Please notify us if you are unable to do this (e.g. for security reasons).

LEGAL BASIS

Processing shall be lawful only if and to the extent that at least one of the following applies:

1. Consent (Art. 6 para. 1 a) GDPR

Processing is based on your consent. This is the legal basis for the processing. The consent is voluntary. You can revoke your consent at any time with effect for the future.

2. fulfilment of contractual obligations (Art. 6 para. 1 b) GDPR

Processing is based on contractual obligations between you and the Goethe-Institut. The processing of personal data is necessary for the performance of the legal relationship.

3. compliance with legal obligations (Art. 6 para. 1 c) GDPR

The processing is based on being necessary for the fulfilment of legal obligations to which the Goethe-Institut is subject. We may process your data for identity verification, compliance with tax obligations and for documentation in the event of an audit by a public authority. The disclosure of personal data may become necessary in the context of official or judicial measures for the purpose of gathering evidence, criminal prosecution or the enforcement of civil claims.

4. legitimate interest (Art. 6 para. 1 f) GDPR

Processing is based on legitimate interests pursued by the controller or by a third party.

The specific processing of your data for the purpose(s) mentioned above is carried out on the legal basis of point(s) 1, 2, 3 and 4.

CATEGORIES OF PERSONAL DATA TO BE PROCESSED

We process the following data about you:

- the data arising in the context of the application (e.g. name, address/contact details, origin/nationality, gender, age, artistic/cultural work, risk situation, other information).

In the case of processing pursuant to Art. 6 para. 1 b) GDPR, the following shall apply: without the data which you have provided to us prior to the conclusion of the contract, the performance of the contract (for your potential scholarship if you are selected) is not possible.

TRANSFER TO THIRD PARTIES

Your personal data will be passed on to third parties. The recipients of your data are as follows: selection committee members, ifa, the German Federal Foreign Office.

The personal data provided is processed internally within the Goethe-Institut by a project team and, if necessary, transmitted to other departments at the Goethe-Institut (including institutes abroad), the ifa and the German Federal Foreign Office and service providers affiliated with us (such as web hosting companies, IT service providers) for the abovementioned purposes, partly in anonymous and aggregated manner.

Furthermore, in the case of applications for Goethe-Institut funding and implementation of Goethe-Institut projects, the personal data submitted (essentially the data contained in the enquiry or in the project reporting) will, if necessary, be passed on to the ifa, Federal Foreign Office, German embassies, Federal Office of Administration and the Federal Audit Office, security experts, reference persons and possible partner institutions or service providers (such as web hosters, IT service providers) for the purposes stated above. Furthermore, the Goethe-Institut's project team securely transmits formally eligible applications along with a selection of the abovementioned data to a selection committee of Goethe-Institut staff and external experts.

Any further disclosure of your personal data to third parties will only take place with your consent, unless there is a legal obligation to do so or to protect the rights, property and/or the security of the Goethe-Institut.

YOUR OBLIGATION TO PROVIDE DATA

The provision of your data is necessary for communication with you and for processing your project application. You provide this data on a voluntary basis; without this data, we cannot communicate with you, process your query/application.

AUTOMATED DECISION MAKING (INCLUDING PROFILING)

We do not use your data for automated decision-making or profiling purposes.

DURATION OF DATA STORAGE

We store your data for as long as it is necessary for the above-mentioned purpose or for as long as a statutory retention period is prescribed.

YOUR RIGHTS AND CONTACT DETAILS

Information and access: Upon request, we will gladly inform you whether and which data about you is stored.

Rectification, restriction of the processing or erasure: As far as the legal prerequisites are given, you have a right to rectification, restriction of the processing or erasure of these data.

Data portability: You also have the right to receive from us the data which you have provided to us in a structured, common and machine-readable format; you can transmit these data to other places or have them transmitted.

Objection: You may object at any time to the processing of your data on the legal basis of Art. 6 para. 1 f GDPR for reasons arising from your particular situation. We will then no longer process your data unless we can demonstrate overriding compelling legitimate grounds for the processing or the processing serves the assertion, exercise or defence of legal claims.

The following applies to data processing based on consent in accordance with Art. 6 para. 1 a GDPR: Right to withdraw consent.

If you have given your consent to the processing of your personal data in the context of concluding a contract, you can revoke this consent at any time for the future. The legality of the data processing carried out on the basis of the consent until the revocation is not affected by this.

If you have any questions regarding the collection, processing or use of your personal data, for information, rectification, restriction of the processing or erasure of data as well as withdrawal of any consent given or objection to a specific use of data as well as the right to data portability, please contact us at sudanhub@goethe.de

COMPLAINT TO THE SUPERVISORY AUTHORITY

You also have the right to appeal to the responsible supervisory authority for data protection, which is the Federal Commissioner for Data Protection and Freedom of Information, Graurheindorfer Straße 153, 53117 Bonn. You can also file your complaint with any data protection authority. Your complaint will then be forwarded to the responsible supervisory authority.

Note: For further information about data protection and processing, please also refer to:

<https://www.goethe.de/en/dat.html>.