



Scottish Dancing Central Germany e.V.

rscds branch

Chairperson (Vorsitzender): Martin McWilliam
Secretary: Liane Schürfeld, Schlehenweg 9, 36396 Steinau, Germany
Mail: secretary@scd-germany.de · Web: www.scd-germany.de

Information for the collection of personal data in the context of the registration and participation in courses according to Art. 13 DS-GVO

1. Name and contact details of the responsible person and his representative

Person responsible within the meaning of Art. 13 para. 1 lit. a) DS-GMO is:
Scottish Dancing Central Germany e.V.
On the Koetjen 1
26209 Sandhatten
info@scd-germany.de
Board: Martin McWilliam, Eva-Maria Beckmann

2. Purposes and legal basis of the processing

As part of the organization of courses, the Scottish Dancing Central Germany e.V. processes personal data of enrolling students and, if applicable, their escorts. The processed personal data are:

- Mandatory information::
Salutation, name and e-mail address, information on age and (for some courses) about an existing membership in the Scottish Dancing Central Germany e.V.
For courses in which the booking of a place in the venue (for example, seminar house) is necessary, this information is also mandatory.
- Voluntary information::
Address, telephone number, dance group, information on the existence of a reduction entitlement and other information as requested by the participant.

The collection of this data is done to identify the persons (name), to enable contact (name, eMail, telephone number, address), to calculate the course fee (club membership, reduction allowance, if necessary accompanying persons), if necessary to check the dance level (name, Dance group), if necessary to prepare a proposal for room occupancy (salutation, other details, dance group, place of residence, escorts). The age of majority is used to check if a person is not of age and whether parenting consent is required. The information on booking a seat in the venue is used to book a seat in the venue.

The purpose of the processing is the participation of the student in the course and, if applicable, a seat reservation of the course participant and accompanying persons at the venue.

The legal basis for this is Art. 6 para. (B) DS-GVO for compulsory information except salutation and information about membership and Art. 6 para. A) DS-GVO for voluntary information, salutation and information about membership.

3. Recipient of personal data

The data collected are processed by the persons commissioned with the course organization, who are members of the extended association board (chairperson, deputy chairperson, secretary, treasurer, assessor) and possibly local course organizers.

The money movements and related documents associated with the payment of the course fee and other costs are recorded in the bookkeeping records of the association. In this way, they can become known to the cash auditors, to a billing accountancy office or to the tax office.

In addition to the members of the current extended association board, the data may also be known and processed by the members of a future extended association board after their election or appointment.

Passing on data beyond the circle of persons commissioned with the course organization takes place in the following cases:

- The extended board of directors can be informed about special features in the course organization. In this case, the names of the persons concerned and the information relevant in the specific case are usually mentioned and recorded in possibly minutes of the board meetings.
- If you do not know who you are, then you can ask the contact person of the given dance group if the student has the required dance level for the class. The name of the student and the level of the course will be passed on.



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- For courses in which the participants and escorts assign us the order to book seats in the venue, as part of the fulfillment of this assignment, we will disclose the names of the persons and, if applicable, the selected booking option to the venue.
If payments are made to us at the venue, the information (name and amount) will also be forwarded to the venue.
As a rule, the course organization will use the information provided by the course participants to suggest a room reservation plan and forward it to the venue.
- For courses in which the participants and accompanying persons themselves have to book a seat in the venue, we will forward the names of the persons to the venue so that a reconciliation of the persons registered with us and at the venue can take place.
- For courses in which we book rooms for all participants (instead of booking rooms for them as instructed by the participants above), but the room keys are issued by the venue, Scottish Dancing Central Germany eV gives the names of the persons as Room occupancy plan to the venue further.

For courses in the Seminarhaus Kuckucksnest, the room occupancy plan, which contains names, is usually posted during the event and can be viewed by all participants, their accompanying persons, the operators of the seminar house and other persons present at the venue.

Information on nutritional features is only passed on to the venue or caterer in collected form by the Scottish Dancing Central Germany e.V. ("7x vegetarian, 2x lactose free and 1x gluten & lactose free").

4. Storage time

Registration for courses will be canceled at the latest 4 years after the end of the year in which the course took place. For bookkeeping (cash books and receipts) there is a retention period of 10 years (statutory retention period). Minutes of board meetings are stored for 10 years. In the case of the revocation of the consent, the data will be deleted immediately. Entries already made remain.

5. Affected rights

The persons concerned are entitled to information (Article 15 of the GDPR) and a right to rectification (Article 16 of the GDPR) or cancellation (Article 17 of the GDPR) or to a restriction of processing (Article 18 DS-GVO) or a right of objection to the processing (Article 21 DS-GVO) as well as a right to data portability (Article 20 of the GDPR).

The persons concerned have the right to revoke their data protection consent declaration at any time. The revocation of consent does not affect the legality of the processing carried out on the basis of the consent until the revocation.

The persons concerned also have a right of appeal to a data protection supervisory authority.