

# EDIH pro\_digital

## EUROPEAN DIGITAL INNOVATION HUB

### pro\_digital

## Information sheet for the processing of customer and company data at pro\_digital

Information pursuant Article 13 and 14 of the General Data Protection Regulation (EU) 2016/679 (GDPR) supplemented by further information on the handling of company data.

This notice sets out how customer and company data is processed in the EDIH pro\_digital.

pro\_digital partner organizations process personal data only for a predetermined purpose, and only for as long as the processing is necessary for the intended purpose. pro\_digital organizations personnel process customer data for the joint registry (Technische Hochschule Wildau, BTU Cottbus-Senftenberg, DigitalAgentur Brandendenburg GmbH, SIBB e.V.).

### ***About European Digital Innovation Hub pro\_digital (pro\_digital)***

*Since October 2022, the European Union has been establishing a network of European Digital Innovation Hubs to support small and medium-sized enterprises (SMEs) and the public sector with the challenges posed by the digital transformation. The European Digital Innovation Hub pro\_digital is one of a total of 13 EDIHs in Germany that started their work between the end of 2022 and mid-2023.*

*The project is co-funded by the Digital Europe Programme (DIGITAL) of the European Union under grant agreement number 1010256575, as well as the Ministry of Economic Affairs, Energy, Climate Action and European Affairs of the federal state Brandenburg. The project activities of pro\_digital will take place over a period of 36 months with the participation the consortium members (Technische Hochschule Wildau, BTU Cottbus-Senftenberg, DigitalAgentur Brandendenburg GmbH, SIBB e.V.).*

## 1 Description of the processing activity

Implementation of events and surveys, and pro\_digital project services.

## 2 Name and contact details of the controller/data protection officer

The project coordinator Technische Hochschule Wildau acts as the data controller of EDIH pro\_digital.

TECHNISCHE HOCHSCHULE WILDAU  
HOCHSCHULRING 1,  
WILDAU 15475, Germany.

To make any information requests related to the project, you may contact the project coordinator by sending an e-mail to [edih@th-wildau.de](mailto:edih@th-wildau.de) .

To make any information requests related to his or her rights as a data subject, the data subject may contact the data controller

Our data protection officer can be contacted at [edih@th-wildau.de](mailto:edih@th-wildau.de) .

## 3 Purposes for the processing of data

The purposes for the processing of personal data are to manage the customer and collaboration relationships in pro\_digital, for the preparation, providing and follow-up of services, events, as well as communication and dissemination activities (including sending of invitations of potentially interesting offers or cooperation opportunities). Personal data is also processed for reporting purposes to the funding organizations (European Commission, Ministry of Economic Affairs, Energy, Climate Action and European Affairs of the federal state Brandenburg). Collected data encompasses:

- Name of organization, Fiscal registration number, Country, Region (NUTS2), Staff size and Registration year: will be collected by partners and **communicated systematically** to funding organizations,
- Name of contact person, Role of the contact person in the organization, Email address, Telephone number, Full address, and Photography and/or filming for journalistic purposes of the events: will be collected by partners and **transmitted optionally** to funding organizations if no objection,

## 4 Legal grounds for the processing of personal data

Article 6, Paragraph 1, GDPR.

- Data subject's consent
- Compliance with the legal obligation(s) of the controller

- Legitimate interests of the controller

pro\_digital operation has legitimate interest to manage customer relationships by offering services for companies, entrepreneurs, and other organizations, as well as to organize event. Personal data is only processed to the extent necessary for the purposes and in a way the data subjects can reasonably expect when disclosing their data. pro\_digital is under legal obligation and agreement with its funders to report about its operations and customers. Consent of the data subject is needed by pro\_digital to be able to provide its services.

## 5 Recipients or categories of recipients of personal data

Personal data will be passed on to the following bodies, insofar as the disclosure is necessary and according to the purpose in each case (see point 3): Internal departments of project partners Technische Hochschule Wildau, BTU Cottbus-Senftenberg, DigitalAgentur Brandendenburg GmbH, SIBB e.V. (Project staff, Communication & Marketing, Event management); and external bodies: European Commission and Digital Europe Program inspection bodies, Ministry of Economic Affairs, Energy, Climate Action and European Affairs of the federal state Brandenburg.

## 6 Transfer of personal data to non-EU/EEC country or international organizations

Data will not be transferred outside the EU/EEA countries.

## 7 Period for which personal data are stored

Storage of data is based on pro\_digital data management plan and current legislation. The data is removed after pro\_digital ceases to operate. pro\_digital operates at least until 31.12.2028.

## 8 Personal Data Protection and Rights of the Subjects

Each project partner must appoint a data protection officer in accordance with the contractual agreement. Information on the respective data protection officer can be obtained from the project coordinator.

Right of the data subject	Articles of the GDPR	Description	Project Policy
<b>Right to be informed</b>	12, 13, 14	Before data is collected, a data subject has the right to know how it will be collected, processed, and	The individuals receive a clear understanding about what data will be collected about them, and for what purposes by taking note of the information

		stored, and for what purposes.	sheet of pro_digital before the data collection itself. The personal data collection follows the minimization principles requesting only the minimum personal data needed to fulfil the task and project requirements. pro_digital project follows the best practices in terms of informed consent procedures in its activities, including dissemination activities.
<b>Right to access</b>	12, 15	After data is collected, a data subject has the right to know how it has been collected, processed, and stored, what data exists, and for what purposes.	The data controller will monitor and address requests from data subjects and, in case needed, will clarify what data aspects are being processed and stored, what data about the subject exists in the dataset and how it will be used.
<b>Right to Rectification</b>	12, 16	A data subject has the right to have incorrect or incomplete personal data corrected.	In case any personal information needs to be corrected, the data controller will supervise the legitimacy of the requests and execute corrections needed.
<b>Right to Erasure (Right to Be Forgotten)</b>	12, 17	A data subject has the right to have personal data permanently deleted.	<p>The data controller will grant requests for data erasure, after consideration, if they satisfy the following criteria, foreseen in the GDPR:</p> <ul style="list-style-type: none"> <li>• the personal data is no longer necessary in relation to the purpose for which it was collected/processed</li> <li>• the subject withdraws their consent or object to the processing and there is no overriding legitimate interest to continue processing</li> <li>• the subject objects to the processing and there are no overriding legitimate grounds for the processing</li> <li>• the subject objects to the processing and the personal data were processed for direct marketing purposes</li> <li>• the personal data was unlawfully processed or should be erased to comply with a legal obligation</li> </ul>

			<ul style="list-style-type: none"> <li>the personal data is processed in relation to the offer of information society services to a child.</li> </ul> <p>The project will implement procedures to:</p> <ul style="list-style-type: none"> <li>Delete personal data immediately after the project end unless the data is still required</li> <li>Inform other processors to whom data was passed of the request</li> <li>Receive a right to erasure request from another data controller or processor, and to perform it</li> </ul>
<b>Right to Restriction of Processing</b>	12, 18, 19	A data subject has the right to block or suppress personal data being processed or used and be notified about it.	<p>The data subjects will be informed that they can block or restrict the processing of their data at any time during. The data controller will monitor requests from the data subjects and will grant them if:</p> <ul style="list-style-type: none"> <li>the subject contests the data accuracy</li> <li>the subject has objected to the processing and the data controller is considering whether they have a legitimate ground which overrides this</li> <li>processing is unlawful</li> <li>the data controller no longer needs the data, but requires it to establish, exercise or defend a legal claim.</li> </ul> <p>The data subjects will be notified of any rectification or erasure.</p>
<b>Right to Data Portability</b>	12, 20	A data subject has the right to move, copy, or transfer personal data from one data controller to another, in a safe and secure way, in a commonly used and machine-	The data collected in the project is stored in machine-readable formats which make it easy to move, copy or transfer personal data on request. These requests will be considered by the project data controller.

		<p>readable format.</p> <p>Wherever technically possible, this also includes the right to have the data transferred directly from one controller to another without the data subject having to handle the data.</p>	
<p><b>Right to Object to Processing</b></p>	<p>12, 21</p>	<p>A data subject has the right to object to being subject to public authorities or companies processing their data without explicit consent. A data subject also has the right to stop personal data from being included in direct marketing databases.</p>	<p>The data subjects will have the right to object to processing of their personal data and will have an absolute right to stop the data being used for direct marketing, which is not foreseen in pro_digital in any shape or form. Incoming requests will be reviewed and implemented by the data controller.</p>
<p><b>Right to Not Be Subject to Automated Decision Making</b></p>	<p>12, 22</p>	<p>A data subject has the right to demand human intervention, rather than having important decisions made solely by algorithm.</p>	<p>Not applicable.</p>