

# Privacy policy



Internationale  
Filmschule  
Köln

# Table of contents

<b>1</b>	<b>General data protection information .....</b>	<b>3</b>
	Who is responsible for data processing? .....	3
	Who is the contact person for data protection issues?.....	3
	Transfer to a third country .....	4
	Your rights as a "data subject" .....	4
	Automated decision making .....	6
	Duration of data storage.....	6
	Recipients of data .....	6
<b>2</b>	<b>Data protection information for applicants for positions .....</b>	<b>7</b>
<b>3</b>	<b>Data protection information for employees .....</b>	<b>8</b>
<b>4</b>	<b>Data protection information for students, applicants, and participants .....</b>	<b>9</b>

---

# 1 General data protection information

With the following information, we would like to give you as a "data subject" an overview of the processing of your personal data by us and your rights under data protection laws.

---

## Who is responsible for data processing?

ifs international film school cologne gmbh  
Schanzenstr. 28  
51063 Cologne

Phone: +49 221-92 01 88-0

Email: [info@filmschule.de](mailto:info@filmschule.de)

Web: [www.filmschule.de](http://www.filmschule.de)

Executive Director: Nadja Radojevic

---

## Who is the contact person for data protection issues?

We have appointed an external data protection officer:

Five Consulting  
Dipl.-Ing. Klaus Pampuch  
Frankenforster Str. 44

51427 Bergisch Gladbach

Email: [pampuch@five.consulting](mailto:pampuch@five.consulting)

Web: [www.five.consulting](http://www.five.consulting)

You can contact him directly at any time with all questions and suggestions regarding data protection.

## **Transfer to a third country**

A transfer to a third country is not intended.

---

## **Your rights as a "data subject"**

You have the right to request confirmation from us as to whether personal data concerning you is being processed.

You have the right to receive from us at any time free of charge information about the personal data stored about you and a copy of this data.

You have the right to request the rectification of inaccurate personal data concerning you. Furthermore, the data subject has the right to request the completion of incomplete personal data, taking into account the purposes of the processing.

You have the right to demand that we delete the personal data concerning you without delay, provided that one of the reasons provided for by law applies and insofar as the processing is not necessary.

You have the right to demand that we restrict processing if one of the legal requirements is met.

You have the right to receive the personal data concerning you which has been provided to us by you in a structured, common, and machine-readable format. You also have the right to transfer this data to another controller without hindrance from us, to whom the personal data has been provided, provided that the processing is based on consent pursuant to Art. 6 (1) (a) DGPR or Art. 9 (2) (a) DGPR or on a contract pursuant to Art. 6 (1) (b) DGPR and the processing is carried out with the aid of automated procedures, unless the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us.

Furthermore, when exercising your right to data portability pursuant to Article 20(1) of the GDPR, you have the right to have the personal data transferred directly from one controller to another controller, to the extent that this is technically feasible and provided that this does not adversely affect the rights and freedoms of other individuals.

You have the right to object at any time, on grounds relating to your particular situation, to the processing of personal data concerning you that is carried out on the basis of Art. 6(1)(e) (data processing in the public interest) or (f) (data processing on the basis of a balance of interests) DGPR.

This also applies to profiling based on these provisions within the meaning of Art. 4 No. 4 DGPR.

If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights, and freedoms, or the processing serves the purpose of asserting, exercising, or defending legal claims.

In individual cases, we process personal data in order to conduct direct advertising. You may object to the processing of personal data for the purpose of such advertising at any time. This also applies to profiling, insofar as it is related to such direct advertising. If you object to us processing for direct marketing purposes, we will no longer process the personal data for these purposes.

In addition, you have the right, on grounds relating to your particular situation, to object to processing of personal data concerning you which is carried out by us for scientific or historical research purposes, or for statistical purposes pursuant to Article 89(1) of the Data Protection Regulation, unless such processing is necessary for the performance of a task carried out in the public interest.

You are free to exercise your right to object in connection with the use of information society services, notwithstanding Directive 2002/58/EC, by means of automated procedures using technical specifications.

You have the right to revoke consent to the processing of personal data at any time with effect for the future.

You have the right to complain about our processing of personal data to a supervisory authority responsible for data protection.

## **Automated decision making**

As a matter of principle, we do not use fully automated decision-making pursuant to Art. 22 DGPR.

## **Duration of data storage**

Unless a more specific storage period has been specified within this privacy policy, your personal data will remain with us until the purpose for data processing no longer applies. If you assert a legitimate request for deletion or revoke consent for data processing, your data will be deleted unless we have other legally permissible reasons for storing your personal data (e.g. retention periods); in the latter case, deletion will take place after these reasons no longer apply.

## **Data recipients**

We only pass on your personal data within our company to those areas and persons who need this data to fulfill contractual and legal obligations or to implement our legitimate interests.

Your personal data is processed on our behalf on the basis of contracts for commissioned processing (GCP) in accordance with Art. 28 DGPR. Recipients are the corresponding order processors.

Otherwise, data will only be forwarded to recipients outside the company if this is permitted or required by law, if the forwarding is necessary for processing and thus fulfilling the contract or, at your request, for carrying out pre-contractual measures, if we have your consent or if we are authorized to provide information.

## **2 Data protection information for job applicants**

We process the data you have sent us in connection with your application in order to assess your suitability for the position (or other open positions in our companies, if applicable) and to carry out the application process.

The legal basis for the processing of your personal data in this application procedure is primarily Section 26 Federal Data Protection Act (BDSG). Accordingly, the processing of data required in connection with the decision on establishing an employment relationship is permissible.

Should the data be required for legal prosecution after completion of the application process, data processing may take place on the basis of the requirements of Art. 6 DGPR, in particular to safeguard legitimate interests pursuant to Art. 6 (1) (f) DGPR. Our interest then consists in the assertion or defense of claims.

## 3 Data protection information for employees

We process the personal data required for the establishment, implementation, and termination of the employment relationship. These are primarily contact data, data on your qualifications, working hours and all information required for the determination and accounting of your salary and in connection with statutory duties and taxes (e.g. social security contributions).

In addition, there may also be data from the area of occupational safety, company integration management and data on breaches of duty under employment contracts that have been punished ("warnings").

Finally, there is also information about your work results as well as their evaluation, which is needed, for example, for the preparation of appraisals.

If you use a company pension plan offered by us, data will also be processed in this area and, if necessary, passed on to the insurers.

Irrespective of this, there may always be constellations in which we process your personal data that are not mentioned here. In these cases, we will provide you with separate information on data protection in relation to the respective occasion.

The legal basis for the processing of your employee data is primarily Section 26 Federal Data Protection Act (BDSG) in the version applicable from 05/25/2018. According to this, the processing of data is permitted if this is necessary for the implementation or termination of the employment relationship or for the exercise or fulfillment of the rights and obligations of the employee representation resulting from a law or a collective agreement, a company or service agreement (collective agreement).

Irrespective of this, data processing may also be carried out on the basis of a so-called balancing of interests in accordance with Art. 6 (1) (f) DGPR. In these cases, the interest will be communicated separately in connection with the respective processing.



## 4 Privacy Policy for Students and Applicants and Participants

In the context of an application or the conclusion of a contract for one of our training and further education programs, we process the data that we have received directly from you.

We process your personal data insofar as this is necessary for the establishment, implementation, or performance of a contract or for the implementation of pre-contractual measures. Insofar as personal data is required for the initiation or implementation of a contractual relationship or in the context of the implementation of pre-contractual measures, processing is lawful pursuant to Art. 6 (1) (b) DGPR.

If you give us your express consent to process personal data for specific purposes (e.g., transfer to third parties, evaluation for marketing purposes, or advertising by e-mail), the lawfulness of this processing is based on your consent pursuant to Art. 6 (1) (a) DGPR. Consent given can be revoked at any time with effect for the future.

If necessary and legally permissible, we process your data beyond the actual contractual purposes for the fulfillment of legal obligations pursuant to Art. 6 (1) (c) DGPR.

In addition, processing may be carried out to protect the legitimate interests of us or third parties and to defend and assert legal claims pursuant to Art. 6 (1) (f) DGPR.