**PRIVACY STATEMENT**

Steinbeis Europa Zentrum is the project partner for Communication in Flex4Fact and informs you hereby about the handling of your data collected for the purpose of processing this event. For the registration, you have to confirm that you have read and accepted this PRIVACY STATEMENT.

The use of the data is limited to the purpose of preparation and follow-up of this event and for the purpose of the transmission of information relevant to you by the organizer(s), in accordance with EU General Data Protection Regulation.

In order to be able to record your application, following data are collected and processed:

* Mandatory: Title, First Name, Last Name, Organisation, Country, E-Mail
* Optional: Newsletter subscription

The event takes place as an online seminar and will be recorded as an Online Training. By confirming this privacy statement, you agree to the recording of the online seminar. The Personal Identification Data registered will be used for the needs of the organization and follow-up of the event and will be maintained for the period provided in accordance with the EU General Data Protection Regulation. Please note that the Online Training will be recorded, and recording data may be published on social media channels, the organization’s website, or other platforms for promotional or educational purposes. By participating in the event, you consent to the use of your image, voice, and contributions to the training being recorded and shared. If you do not wish to appear in the recording, please inform us in advance, and we will take steps to accommodate your preferences, such as providing an option to participate anonymously or turning off your camera/microphone during the session.

If you have subscribed to a newsletter, your data will also be used to contact you via this channel.

Steinbeis Europa Zentrum treats your data as confidential and does not pass them on to third parties outside the Flex4Fact, Alchimia and Twinghy consortia. You can find the list and description of all consortium partner organisations here: [Meet the FLEX4FACT Consortium - Flex4fact](https://flex4fact.eu/consortium/) and [Partners - Twinghy](https://twinghy.eu/partners/) and [Consortium | Alchimia Project (alchimia-project.eu)](https://alchimia-project.eu/consortium/).

In line with the EU General Data Protection Regulation, you have the right to access information about the use of your personal data, as well as the right to rectify/amend, cancel or oppose the use of your personal data at any time. To do so please contact: [flex4fact@steinbeis-europa.de](mailto:flex4fact@steinbeis-europa.de). Your data will be deleted upon revocation unless it is still required for operational purposes or auditing by the legislator/funding authority on the basis of legal guidelines.

Should you have any questions regarding the purpose and design of this project and/or your contribution, please contact us at [flex4fact@steinbeis-europa.de](mailto:flex4fact@steinbeis-europa.de).