

Privacy Policy of MiKK International Mediation Centre for Family Conflict and Child Abduction

Introduction

At MiKK International Mediation Centre for Family Conflict and Child Abduction / Data Controller/ we value your privacy and process your data in compliance with the EU General Data Protection Regulation 2016/679 (GDPR).

Your "**Personal Data**" is any information related to you. "**Processing**" is any operation performed on the data.

According to the **Transparency Principle**, this document will provide you with information about the processing of your personal data as required by Art. 12, 13, and 14 of the GDPR.

Who are we and how can you contact us?

Name: MiKK International Mediation Centre for Family Conflict and Child Abduction

E-mail: info@mikk-ev.org

Telephone: + 49 (0) 30 74 78 78 79

Address: Fasanenstraße 12., 10623 Berlin-Charlottenburg

Registration number: VR 28010 B

acting as the **Data Controller** within the meaning of the GDPR.

For what purpose do we process your data?

We process your data for the following purposes:

- Organisation and/or management of the event (e.g. training, seminar, webinar, conferences..etc) - send important information related to the event, including schedules, venue details, and any updates or changes
- Administration of participation fees and/or expenses
- Generation of attendance certificates, invoices and payment confirmations
- Sharing data with trainers, speakers – events will better align with the diverse backgrounds of the participants
- Program improvement and evaluation
- Statistic analysis of the event - aggregated and anonymized data may be used for statistical analysis
- Compliance and reporting – provide periodical report as our programs are predominantly co-funded by the European Union

Separate Consent Form will be provided to you for the below listed purposes:

- In addition to the primary purposes mentioned in this GDPR policy, we may seek your explicit consent for additional processing activities. This may include, but is not limited to:
- Marketing communications - provide you with information about our upcoming events, services, and related activities or newsletters.
- Networking opportunities - sharing certain contact details (e.g., name, email) among event participants
- Photography and Videography during Events – for the purpose of documentation and reporting to EU, sharing it with participants of the event; marketing and promotional activities related to MiKK

What information about you do we collect and process?

For the purposes listed above, we process the following information related to you:

- Name, surname
- E-mail address
- Telephone number
- Gender
- Address
- Professional background and institute
- Languages spoken and proficiency levels
- Countries and cultures familiar to the participant
- Mediator status
- Training institute for mediation
- Experience in family mediation or international family mediation

We obtain this information directly from you when you fill in the registration form. All information requested in the form is mandatory. This is necessary to fulfill our obligations under EU funding requirements and to meet reporting obligations. This data is also integral for customizing training programs, conducting statistical analyses, and continuously improving our training methods.

Legal basis for the processing of your data

Your data is processed on the basis of your consent (Art. 6.1(a) of the GDPR) which you give by accepting this notice on:

Paper Registration Form: “By signing this registration form, you acknowledge that you have read and understood our GDPR policy – [hyperlink](#) - and you explicitly consent to the processing of your personal data as outlined in the policy.”

Online Google Form: “I have read and agree to the GDPR policy of MiKK. By checking this box, I provide explicit consent for the processing of my personal data in accordance with the terms outlined in the policy – [hyperlink](#).”

Exceptionally, where consent is not an appropriate legal basis, your personal data can also be processed on the basis of our legitimate interest in organising the events and promoting it, and your legitimate interest in participating in it.

For how long do we keep your data?

Short-Term Data: Data related to the organisation, administration, and generation of documents will be retained for a period of from the date of the event.

Medium-Term Data: Data related to program improvement, evaluation, statistic analysis, compliance, and reporting will be retained for a period of 5 years from the date of the event.

Longer-Term Data: Data related to marketing communications, networking opportunities, and photography/videography during events will be retained until you choose to opt-out or withdraw your consent. You can manage your communication preferences by contacting us.

Will your data be shared with anyone?

We understand the importance of your privacy, and we want to assure you that your data will be handled with the utmost care. Your information will be shared only to the extent necessary for the specific purposes mentioned in this GDPR policy:

Event Organization: For the organization of events, such as training sessions, seminars, webinars, and conferences, your data may be shared internally with trainers, speakers. This sharing is limited to essential information required for event coordination.

Financial Administration: Data related to participation fees and expenses will be processed internally for financial administration purposes only.

Program Improvement and Evaluation: we may share data with trainers, speakers for the purpose of program improvement and evaluation, ensuring the ongoing enhancement of our training initiatives.

Compliance and Reporting: your data will be shared with the European Union authorities to meet compliance and our reporting obligations for programs co-funded by the European Union.

Additional Purposes with Explicit Consent: Separate consent will be sought for additional purposes, such as marketing communications, networking opportunities, and photography/videography during events.

We want to emphasize that your data will not be used for any purpose beyond what you explicitly consent to.

Changes to the Policy

This policy may be updated periodically. The latest version will be available on our website.

Will your data be transferred outside the European Economic Area (EEA)?

Your data will not be transferred outside the European Economic Area.

No profiling or automated decision-making

Your data will not be used for profiling or automated decision-making purposes.

Your rights with regards to the processing of your data

The GDPR grants you certain rights with regards to the processing of your personal data. These rights include:

Access (Art. 15 of the GDPR): you have the right to obtain confirmation as to whether we process your personal data, as well as information about how we process it. You can also request a copy of your personal data, for which we may charge you a reasonable fee based on administrative costs.;

Rectification (Art. 16 of the GDPR): if your personal data that we process are incomplete or inaccurate, you have the right to request rectification of such data without undue delay. In order to exercise your right to rectification.

Erasure ("right to be forgotten" – Art. 17 of the GDPR): in certain circumstances (e.g. if your data are processed unlawfully or unnecessarily) you may request erasure of your personal data.

Restriction of processing (Art. 18 of the GDPR): in certain circumstances (e.g. if you contest accuracy of your data that we process or lawfulness of the processing) you may request restriction of processing of your data. Such data will not be erased, but in principle can only be processed with your consent;

Data portability (Art. 20 of the GDPR): in certain circumstances, you may request transmission of your data to another controller in a structured, commonly used and machine-readable format;

Right to object (Art. 21 of the GDPR): if you did not consent to the processing, or if it is not necessary to comply with a legal obligation, you may always object to it, in which case we shall no longer process your data.

Moreover, you have the right to:

withdraw your consent to the processing of your personal data at any time (Art. 7(3) of the GDPR) by contacting us. The withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal.;

lodge a complaint with a supervisory authority.

In order to exercise your right of access, contact us at info@mikk-ev.org.

Lodge a Complaint with a Supervisory Authority:

If you believe that your data protection rights have been violated, you have the right to lodge a complaint with the supervisory authority. The relevant supervisory authority in Germany is structured federally. You can find the contact details of Germany authorities by clicking this link: <https://www.bfdi.bund.de/DE/Service/Anschriften/Laender/Laender-node.html>

Please note that before lodging a complaint, we encourage you to reach out to us at info@mikk-ev.org so that we can address any concerns or issues you may have regarding the processing of your personal data.

Your privacy is of utmost importance to us, and we are committed to addressing any questions or concerns you may have about your data protection rights. Including this information ensures transparency and demonstrates your commitment to assisting individuals in the event of any concerns or issues related to data protection.