

**Your Information – Our Fair Processing Notice to You**

All information received from you in connection with your application will be processed in accordance with the documented purposes as defined below.

Berlin School of Business and Innovation GmbH (“we” or “us”) is a part of the Global University Systems group of companies (the GUS Group). The information you provide on this application form will be processed in accordance with GUS Group’s Privacy Notice which can be found on our website. A copy can be requested from our Admissions team.

**Data Controller**

For the purposes of your application, we are a data controller. We are a limited company registered in Germany with company number Amtsgericht Charlottenburg HRB 190515 B. You can contact us at [info@BerlinSBI.de](mailto:info@BerlinSBI.de) or on +49 305 85840959. Our data protection officer can be contacted at [legal@gus.global](mailto:legal@gus.global) or by writing to the Legal Department, 30 Holborn, London, EC1N 2LX.

Where we work with partner institutions to deliver a course, we are classed as joint data controllers. Details of our partner institutions are included on the application form should you wish to contact them. You may also locate further detail as to how they collect and process your personal data by viewing their privacy notice which is available on their website.

**Purpose of the Processing****(i) Processing your application:**

We will use the details provided by you in this application to consider and process your application. We share your application and the personal data supplied in it with Global University Systems which carries out part of the application process for us. We enter into a contract with them which prohibits them from using your data for any purpose other than to perform the contract with us.

The above processing of your personal data is justified under article 6 (1) (b) - necessary for the performance of a contract or in order to take steps at your request prior to entering into a contract.

**(ii) Keeping you informed of other relevant courses and programmes that you might be eligible for:**

In addition, if you wish, you can tick the boxes below to opt in to receive, from time to time, other materials relating to exciting offers, newsletters, events, scholarships and bursaries which we believe might be of interest to you (including from the wide range of universities in the GUS group).

The above processing of your personal data is justified under article 6 (1) (a) – consent. (Your consent options are detailed at the end of this form).

**Categories of Personal Data****(i) Processing your application:**

We do not need to tell you the categories of personal data we process for the purposes of processing your application because you have personally provided all the data yourself and so you are aware of this.

**(ii) Keeping you informed of other relevant courses and programmes that you might be eligible for:**

For the purposes of future marketing information that you may opt into at the end of this form, we will only hold your name, email address and phone number. At any time you can tell us to stop holding this information. You can do this by emailing us [info@BerlinSBI.de](mailto:info@BerlinSBI.de).

If you choose not to receive this information from us, you will not find out about other relevant courses or programmes for which you might be eligible. However, your decision to object to marketing materials does not affect your application in any way.

### **Recipients of your Data**

In the case of some applications, we may need to share your application with some or all of the following:

- The regulator of that particular industry, such as the Solicitors Regulatory Authority or Department for Education
- The relevant awarding body, such as the Association of Chartered Certified Accountants (ACCA) or Pearson Student funding organisations, such as the Student Loans Company
- The Partner Institution (joint data controller) who we work with to deliver the course
- Your recruitment agent

For more detailed information please read the GUS Privacy Notice on our website. The full list of our group companies can be found at this address: <https://www.globaluniversitysystems.com/our-institutions>

We do not share your personal data with any third party outside of the GUS group of companies for marketing purposes.

### **Transfers to Countries outside EEA**

We are a global business and it is likely that certain applications, or the data contained in them, may be shared with other GUS group companies which are not located in the EEA. However, this transfer would only take place if you consented to receive marketing emails from the GUS group of companies about their courses that you might be eligible for or if your application is for a course offered by that overseas entity.

We ensure that none of the GUS group of companies will use your personal data or the data on your application form for any purpose other than as set out in this note or in our Privacy Notice. We tell them not to share that data with any third party and we also seek to ensure that all GUS group companies meet standards of security and organisational and technical measures which satisfy European standards of data protection.

By signing this form, you give your consent to the sharing of your application information in this way. You have the right to withdraw your consent for this processing at any time. However, you should know that this would mean the processing by the overseas entity would stop and you would no longer receive relevant materials about courses and programmes for which you may be eligible.

### **Retention of your Application**

If you are successful, your data will be saved and stored in our database for successful candidates. Our Privacy Notice will then apply to how we use your data in that case and for how long.

If you are unsuccessful, we will retain your application for 6 months and after that it will be destroyed.

### **Your Rights**

Under certain circumstances, by law you have the right to:

- Request access to your data
- Request correction of the data that we hold about you.
- Request erasure of your data. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).
- Object to our processing of your data. This is an absolute right if we are using your data for direct marketing.
- Request the restriction (or suspension) of processing of your data.
- Request the transfer of your data to another party.

To exercise any of these rights, please contact [legal@gus.global](mailto:legal@gus.global) in writing. No fee is usually required unless your request for access is unfounded or excessive. If we are working with a partner to deliver the course you can also exercise these rights by contacting them directly.