Information on data processing and its legal basis in the context of personnel certification

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Schipper CertPers UG (haftungsbeschränkt) processes personal data of customers, auditors, auditors and interpreters on the basis of Art. 6 para. 1 letter b) GDPR for the performance of a contract to which the data subject is a party or for the implementation of pre-contractual measures taken at the request or instigation of the data subject. Furthermore, the processing of personal data of customers and business partners is based on Art. 6 para. 1 letter f) GDPR. The personal data is processed for the preparation and implementation of certification procedures in accordance with the corresponding certification programs as well as to prove the competence of auditors, interpreters, examiners and certification personnel. Contract fulfillment is not possible without this data.

The data are:

- personal contact details of contact persons in companies in the certification process;
- personal data on the function and operational position of contact persons in companies in the certification process;
- data on the use of consulting services in companies of data subjects;
- Data on professional qualifications, experience and examinations already taken
- data on the professional qualifications and training of auditors, interpreters, examiners and certification personnel;

This data may come from the company (third party) that commissioned us and is not public. Furthermore, the following data is processed as part of certification procedures:

- personal contact details of business partners for the purpose of safeguarding the legitimate interest of carrying out certification procedures, in particular the coordination of location and time;
- personal contact details of the personnel used for testing or certification procedures, in particular the coordination of location and time;
- data of business partners and auditors, auditors and interpreters for the purpose of safeguarding the legitimate interest of orderly coordination of certification procedures and analysis of risks to impartiality;
- Data for the purposes of the legitimate interest of fraud prevention.

The type and scope of the personal data required result from the certification program subject to the contract and vary with it. This is:

- Certification of HSE personnel on the basis of the "Normative Document Personnel Certification: Operational personnel in the HSE sector.

The recipients of the personal data in the certification process are the personnel used for auditing/testing or evaluation as well as the personnel used for the certification decision or evaluation/certification decision. Furthermore, personal contact details of contact persons in companies and, if applicable, their consultants on the one hand and auditors / examiners / interpreters on the other hand are passed on to the other party in the certification process.

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All data listed on certification certificates will be confirmed to requesting third parties upon request. There are no plans to transfer data to other third parties, third countries, institutions or international organisations. As part of the accreditation process, representatives of the German Accreditation Body (DAkkS) may be granted access to certification processes and the underlying records on qualifications, experience and further training.

In the event of the existence of a contractual relationship, the data is stored for the duration of the contractual relationship and the retention rules on which the respective certification program is based. These result from ISO 17024 and the corresponding regulations of the certification program and amount to a maximum of 10 years; regulations on the retention periods from the German Fiscal Code and other tax regulations are observed. If a business relationship exists, the data of the business partners is generally stored for the duration of the business relationship; in addition, according to the circumstances of the relevant certification procedure, it is stored after the end of the business relationship and deleted at the latest after the expiry of the retention period of the relevant certification procedure.

In the certification process, the certification decisions are made exclusively by employees of the certification body, there is no automated decision-making.

No consents are accepted in accordance with Art. 8 GDPR and no data is processed in accordance with Art. 9 GDPR.