

Volkshochschule Tempelhof-Schöneberg - Service office  
Barbarossaplatz 5  
10781 Berlin  
Fax: 90277 - 8944 | E-Mail: vhs@ba-ts.berlin.de

1. Please fill in one registration form **per person**.
2. Send us the completed form by post, fax or email
3. You will receive a registration confirmation. If the course is fully booked, you will be placed on the waiting list.

# Registration

## Address

	Mrs	Mr	Mx	Title
Surname				First name
Street   No.				ZIP   Town
c/o				Telephone
E-Mail				Mobile
Date of birth (optional)				Fax

## Courses

I am registering bindingly for the following classes:

Course number	Course title / Keyword	Fee (in Euro)
1		
2		
3		
4		

### I apply for a discount

You are entitled to a discount if you receive benefits/basic income, income support, unemployment benefits, housing benefits, asylum seekers benefits, child allowance, or are a student, participant in the Federal Voluntary Service, apprentice, high-school graduate, intern, or berlinpass holder.

Please enclose copy of **current evidence**.

### Data Storage

The Berlin adult education centers process my data to initiate and implement contracts. I agree to the storage and processing of my voluntarily provided data in the adult education center database for the purpose of conducting the course. I can revoke this consent at any time for the future without this having an impact on the course booking. The statutory provisions of data protection law are observed when processing my data. The general terms and conditions of the Berlin adult education center apply.

When registering for a language test: I accept the examination regulations/terms and conditions of telc GmbH (www.telc.net). The conditions of the integration course test ordinance (IntTestV) apply to the implementation of the "German test for immigrants"

### I am paying by SEPA direct debit mandate

Date \_\_\_\_\_ Signature of participant / legal representative \_\_\_\_\_

### SEPA-Direct Debit Mandate

I hereby authorise the Berlin Volkshochschulen (Adult Education Centres) to collect payments from my account via direct debit. At the same time I instruct my bank to clear the direct debits drawn from my account by the Berlin Volkshochschulen.

Please note: I can request a refund of the amount debited within eight weeks from the date the debit is posted. The terms and conditions agreed with my bank apply. I

agree that in order to facilitate payments, the 14-day deadline that applies in principle for information prior to collecting a payment can be shortened to one day prior to posting the debit.

### This mandate is valid for the above-mentioned participant(s) and will be

- repeatedly issued  issued once multiple  
 mandate has already been issued

Please note: if the course participant and the giro account holder are not identical, a **multiple mandate** cannot be granted

State of Berlin, represented by the district offices,  
creditor ID: DE02BEZ00000026026

For the mandate reference, please refer to the registration confirmation/invoice.

### Giro account holder

\* Required information

Surname \* \_\_\_\_\_  
First name \* \_\_\_\_\_  
Company (opt.) \_\_\_\_\_  
Street | Nr. \* \_\_\_\_\_  
ZIP | Town \* \_\_\_\_\_  
BIC \* \_\_\_\_\_  
IBAN \* \_\_\_\_\_

Refer to your bank statement

Date \_\_\_\_\_ Giro account holder's signature \_\_\_\_\_

# Data protection regulations course registration

## 1. Information about the survey personal data

Below we inform you about the collection of personal data when you register for a course or event at the Volkshochschule (VHS) Tempelhof-Schöneberg.

The Volkshochschule Tempelhof-Schöneberg, Barbarossa-Platz 5, 10781 Berlin, as a public institution of the Tempelhof-Schöneberg District Office of Berlin, is responsible for the collection of data in accordance with Article 4 (7) of the Basic Data Protection Regulation (DSGVO). You can reach our data protection officer Mr. Andreas F.-W. Mugler at [post.datenschutz@ba-ts.berlin.de](mailto:post.datenschutz@ba-ts.berlin.de), John-F.-Kennedy-Platz, 10820 Berlin.

## 2. Data collection and use for contract processing, opening a customer account and other enquiries

- (1) We collect personal data when you send it to us as part of a course registration. Pflichtfelder are marked as such (with an asterisk), as we absolutely need this data to conclude and process the contract within the meaning of Art. 6 Para. 1 lit. b and to open a customer account. The data collected can be seen on the registration form. This includes in particular name, address, communication data and your IBAN number, as the course fee will be paid by direct debit. Failure to provide voluntary data will have no effect.
- (2) We collect your date of birth in order to be able to assess the minimum age for course booking and your legal capacity. Furthermore, we collect the age from our legitimate interest Art. 6 para. 1 lit. f. for statistical purposes to improve our course offer as well as for the identification of the respective user in the system. We ask for your gender identity because participation in some courses is reserved for gender-specific groups of people. For special courses, e.g. integration courses, we may be required by law (e.g. Integration Course Ordinance) to collect and process further personal data. This results from the respective law. The request for your landline or mobile phone number is in our legitimate interest (Art. 6 para. 1 lit. f) to be able to contact you directly in the event of course changes. By providing IBAN, surname and first name of the account holder, you grant us a direct debit mandate (SEPA mandate). We will forward your data to our bank/savings bank for the collection of the course fee. We may also use your account details for the reimbursement of any credit balances. Should you apply for a reduction of the course fee, we will check whether the requirements for the reduction are actually met. For this purpose, the submission of corresponding proofs is necessary. In the case of integration courses, we are obliged to transmit personal data to the Federal Office for Migration and Refugees (BAMF).

- (3) The data you submit in your registration will be digitised and processed in our booking system. The database used for this is managed by the VHS-IT office, which is organisationally assigned to the Service Centre of the Berlin Adult Education Centres. In addition, the VHS uses the municipal IT structure of the city of Berlin.

## 3. Sharing of your data

We pass on your data to contractual partners (e.g. course instructors, examination institutes, processors and public authorities) if we are legally entitled or obliged to do so (e.g. data processing contracts, powers according to Art. 6 DSGVO, in particular contractual obligations, court orders, etc.). We will pass on your name to the course instructor(s) for the purpose of running the course. For participation in certified examinations and qualifications (e.g. Cambridge or Telc language examinations, IHK examinations, Xpert, financial accountants, school-leaving certificates), we forward the necessary data to the examination institutes. Furthermore, it may be necessary to pass on data to the authorities in the case of state middle courses and courses sponsored by the Employment Agency. These transfers are based on a legal obligation.

In accordance with § 123 No. 7 SchulG Berlin, the Adult Education Centres maintain a joint database of participants for the purpose of fulfilling their educational task, in order to enable cross-district participation in courses and to make administrative processes more efficient.

## 4. Storage Period and Deletion

After the contract has been processed, your data will be deleted unless there are legal retention periods. In this case, this data is stored for between six and ten years in accordance with the LHO Berlin. Your data will be blocked for other use unless there is other authorisation within the meaning of Art. 6 DSGVO, e.g. consent. Bank data provided will be deleted after revocation of the direct debit mandate, successful payment of the course fee or, in the case of standing direct debit mandates, 36 months after the last use.

## 5. Your Rights

- (1) You have the right at any time to receive information free of charge about the data stored by the SMT, to correct incorrect data and to have data blocked or deleted. To do so, please contact us by e-mail at [feedback-vhs@ba-ts.berlin.de](mailto:feedback-vhs@ba-ts.berlin.de). Furthermore, you can object to the data processing and have us transfer your data to someone else.
- (2) You also have the right to complain to a data protection supervisory authority about the processing of your personal data by us, e.g. if you assume that this is carried out without sufficient legal basis. The supervisory authority responsible for us is the

Berliner Beauftragte für Datenschutz und Informationsfreiheit, Friedrichstraße 219, 10969 Berlin, Phone: 030/138 89-0, Fax: 030/215 50 50, E-Mail: [mailbox@datenschutz-berlin.de](mailto:mailbox@datenschutz-berlin.de)