

Index of procedures for the data protection officer

Public index of procedures concerning the processing of personal data

Pursuant to para 4g II p. 2 of the BDSG [*German Data Protection Act*], the data protection officer will provide information regarding data appearing in points 1 – 8 of this document in accordance with para 4e sentence 1 BDSG upon request presented in an appropriate fashion.

1. Name of the centre in charge

Lufthansa Training und Conference Center GmbH

2. Management board

Gerald Schölzel

Katharine Schnelting-Anslinger

3. Address of the centre in charge

Lufthansa Training und Conference Center GmbH

Lufthansaring 1

D-64342 Seeheim-Jugenheim

Authorised Director of Data Processing:

Katharine Schnelting-Anslinger, QSH BG

4. Purpose of data collection, processing and/or utilisation

The object of the company is to ensure the operation and marketing of the Lufthansa Training & Conference Center consisting of the training and conference facility, hotel and catering company.

Data collection, processing and/or utilisation are performed in association with the above purposes. Highlights of the processing of personal data are the following areas: html_list

- Customers (hotel reservations system)
- Suppliers (administration in accordance with the criteria for correct accounting)

5. Description of groups of persons in question and their related data or data categories

Customer data, employee data and supplier data, insofar as they are required for the purposes detailed under item 4.

6. Recipients or categories of recipients to whom data may be disclosed

Public service authorities where high-priority legal regulations demand, external contractors according to para 11 BDSG, external offices and internal Lufthansa departments for fulfilling the purposes specified in 4.

7. Deadlines for deletion of data

On expiry of the deadlines issued by law or the supervisory bodies, the corresponding data will be deleted as a matter of routine. Any data to which this does not apply is deleted if it is not needed for the purposes specified in 4.

8. Safety measures

Lufthansa Training and Conference Center GmbH will ensure by proceeding carefully on order allocation, by means of the appropriate quality requirements and by training its employees, that the protective measures detailed in para 9 BDSG are met.

Lufthansa Training und Conference Center GmbH

Data protection anchorman