



**Privacy policy  
and  
General information on the implementation of the data protection  
requirements of Articles 12 to 14 of the General Data Protection  
Regulation at the Hamburg Chamber of Veterinary Surgeons, a  
public corporation.**

Almost all citizens and companies come into contact with the administration sooner or later, for example because they have to apply for an identity card or claim child benefit. Personal data must be processed in the process.

In an administrative procedure, data is personal if it can be attributed to a natural person, an association of persons (e.g. GbR, oHG) or otherwise a legal person, insofar as there is a reference to the natural person(s) behind it. Anonymised data is not personal data.

When administrative authorities process personal data, this means that they collect, store, use, transmit, make available for retrieval or delete these data, for example.

In the following, we inform you about what personal data we collect, from whom we collect it and what we do with this data. We also inform you about your rights in data protection matters and who you can contact in this regard.

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## **1. who are we?**

Hamburg Chamber of Veterinary Surgeons  
Corporation under public law  
Sternstrasse 106  
20357 Hamburg

Phone: +49 40 439 162 3  
Fax: +49 40 432 505 77

E-mail: [post@tieraerztekammer-hamburg.de](mailto:post@tieraerztekammer-hamburg.de)

## **2. Who are your contacts?**

Questions in data protection matters can be directed to the data protection officer:

Tobias Lange

Telephone: +49 40 5700 3925

E-mail: info@tl-datenschutz.de

### 3. For what purpose do we process your personal data?

Applicants seeking recognition of their foreign professional qualification as equivalent to one of the professions under our jurisdiction receive a recognition decision from us based on their data (personal, professional qualification certificates).

Applied laws within the scope of our competence are:

- Framework plan for the training occupation of veterinary assistant (resolution of the Conference of Ministers of Education and Cultural Affairs of 28.04.2005),
- Act on the Determination of Equivalence of Professional Qualifications,
- Examination regulations for the conduct of the final examination in the training occupation of veterinary technician/ veterinary assistant of the TÄK HH, (Berufsqualifikationsfeststellungsgesetz - BQFG),
- Hamburg Act on the Determination of the Equivalence of Foreign Professional Qualifications (HmbBQFG).

### 4. What personal data do we process?

We process the following personal data in particular:

- **Personal identification and contact details**, e.g. first and last name, address, date and place of birth, email address, telephone number, nationality.
- **For the individual procedures, such as in recognition procedures or when conducting state examinations,**

we also process further subject-specific data such as educational certificates, curricula or data relevant to examinations (grades of examination sections, the number of subject-related semesters, etc.).

We also only collect special categories of personal data, so-called "sensitive data", if this is necessary for the specific procedure.

This is necessary when issuing certificates that entitle the holder to exercise a profession. In addition, we collect and process your personal data from third parties where this is required and third parties are legally obliged to notify us.

#### **Examples:**

Information from law enforcement agencies, courts and other authorities.

If we are unable to clarify a matter with your help, we may also collect personal data relating to you by making enquiries of third parties (e.g. **requesting information** from your employer, etc.).

We may also process **publicly available information** (e.g. from newspapers, public registers or public announcements).

## **5. How do we process this data?**

In the automation-supported administrative procedures, your personal data are stored and used as a basis for the administrative procedures in further steps. We use technical and organisational security measures to protect your personal data against accidental or unlawful destruction, loss or alteration and against unauthorised disclosure or access. Our security standards are state of the art.

## **6. Under what circumstances may we disclose your data to third parties?**

We may only pass on any personal data that has become known to us in the course of an administrative procedure to other persons or bodies (e.g. health insurance funds, pension insurance providers) if you have consented to the transfer or if the transfer is required by law.

## **7. How long do we store your data?**

Insofar as necessary, the Hamburg Chamber of Veterinary Surgeons processes and stores your personal data for the period prescribed by law; data that is no longer required is deleted immediately (insofar as there are no legal provisions to the contrary). The Hamburg Chamber of Veterinary Surgeons is subject to storage and documentation obligations resulting from legal requirements, such as the Hamburg Archives Act (HmbArchG). The retention and documentation periods specified there may vary in duration. Data collected and processed in connection with these recognition procedures must be kept until the end of the professional activity. This is followed by the corresponding archiving regulations, which are usually 30 years.

## **8. What rights do you have (right to information, right to object, etc.)?**

You have various rights under the General Data Protection Regulation. Details can be found in particular in Articles 15 to 18 and 21 of the General Data Protection Regulation.

### Right of access

You can request information about your personal data processed by us. In your request for information, you should specify your request in order to make it easier for us to compile the necessary data. Therefore, if possible, the request should include details of the specific administrative procedure and the stage of the procedure.

- **Right to rectification**  
If the information concerning you is not (or no longer) correct, you can request a correction. If your data are incomplete, you can request that they be completed.
- **Right of deletion**  
You can request the deletion of your personal data. Your right to erasure depends, among other things, on whether the data concerning you is still needed by us to fulfil our legal duties.
- **Right to restriction of processing**  
You have the right to request restriction of the processing of data relating to you. The restriction does not prevent processing if there is an important public interest in the processing.
- **Right to object**  
You have the right to object to the processing of data relating to you at any time on grounds relating to your particular situation. However, we cannot comply with this if

there is an overriding public interest in the processing or a legal provision obliges us to process it.

- Right to complain

If you believe that we have not complied with your request or have not complied with it in full, you may lodge a complaint with the competent data protection supervisory authority:

Der Hamburgische Beauftragte für Datenschutz und Informationsfreiheit

Ludwig-Erhard-Straße 22, 20459 Hamburg

Tel.: (040) 4 28 54 - 40 40

E-Fax: (040) 428 54 - 4000

E-Mail: [mailbox@datenschutz.hamburg.de](mailto:mailbox@datenschutz.hamburg.de)

### **General information on these rights**

In some cases we cannot or may not comply with your request. If this is legally permissible, we will always inform you of the reason for the refusal in this case.

However, we will generally respond to you within one month of receiving your request. If we need more than one month for a final clarification, you will receive an interim message.