

Publicly accessible procedural register¹ (Section 4g paragraph 2 of the *Bundesdatenschutzgesetz* (BDSG, Federal Data Protection Act))

1. Name and address of the controller

Messe Berlin GmbH
Messedamm 22

14055 Berlin

2. Management

Raimund Hosch (chairman), Dr. Christian Göke

3. Head of data processing with the controller

Jana Pöttsch

4. Purpose of collecting, processing or using the data

The tasks of Messe Berlin GmbH comprise the organization and implementation of regional, national and international fairs, exhibitions and conferences as well as other events.

Data are collected, processed and used by way of implementing the declared business purpose of the company.

Video surveillance is in place by way of exercising the right to determine who shall be allowed or denied access to the premises.

5. Description of the category or categories of data subjects

Data are collected, processed and used regarding the following groups by way of fulfilling the purposes set out under 4. hereof, these being personal data or categories of data:

Exhibitors, visitors, customers, suppliers and service providers (address information, including telephone, fax and e-mail data, general information, bank account information)

Prospects / non-clients (address information, fields of interest, proposal data)

Other group of persons: video recordings

6. Recipients or categories of recipients to whom data are disclosed

Group member companies

Distribution partners and service partners responsible

Associations representing enterprises of the fairs and exhibitions sector

Bodies collecting, processing or using personal data on behalf of the controller

Exhibitors, in all cases by way of fulfilling the purposes set out under 4.

Only if stipulated by overriding laws of public bodies

7. Transfer of data to third countries

Data will be transferred to third countries only in the context of contractual performance.

¹ Translator's note: This is an overview that the department responsible for processing data must make available to any interested party, which sets out the identity of the data processing department, the purposes for which data are being collected, how it is processed and stored, and to whom the data may be forwarded.

8. Standard data retention periods

The lawmaker has issued various obligations to retain data, stipulating different retention periods. Following expiry of these periods, the corresponding data will be erased as a routine procedure. Should any data not be affected by these data retention obligations and retention periods, they will be erased once the purposes set out under 4. have ceased to apply.

Holger Staeck
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(Data Protection Official)
Sachbearbeiter ST 34
(Case Specialist ST 34)

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