

### 1. General and scope

The General Terms and Conditions of Business of mdc medical device certification GmbH Seminars division apply to all fee-based events organized and conducted by mdc medical device certification GmbH.

The offer is aimed exclusively at commercial customers within the meaning of §14 BGB (German Civil Code). All prices quoted are exclusive of the applicable statutory VAT.

### 2. Conclusion of a contract, storage of the contract text

Registrations must be made in writing (via online form or e-mail to [seminar\[at\]mdc-ce.de](mailto:seminar[at]mdc-ce.de)) be made. In all cases, please provide us with the name of the participant, the full company or invoice address with telephone and fax number, as well as the name and date of the seminar. With your order, you submit a binding offer to us to conclude a contract with you. We can accept this offer by sending you an order confirmation by e-mail. You will first receive confirmation of receipt of your order by e-mail to the e-mail address you have provided (order confirmation). However, a purchase contract is only concluded when our written order confirmation is sent to you.

The following provisions on the conclusion of contracts apply to orders placed via our website <https://www.mdc-ce.de>

If the contract is concluded, the contract is concluded with

mdc medical device certification GmbH  
Kriegerstraße 6  
70191 Stuttgart  
zustande.

#### Storage of the contract text

We save the contract text of your order. You can print this out before sending your order to us by clicking the "Print" button on your browser in the last step of the ordering process. We will also send you an order confirmation and an order confirmation with all the order details to the e-mail address you have provided.

### 3. Realization

Event prices include working documents in paper or electronic form, certificate of attendance, lunch/snacks (for all-day events) and drinks. Online seminars are excluded from this.

#### Prices

Prices quoted are exclusive of the applicable statutory VAT.

### 4. Right of withdrawal and termination

Cancellation and withdrawal must be made in writing by e-mail to [seminar\[at\]mdc-ce.de](mailto:seminar[at]mdc-ce.de). The date of receipt of the declaration by mdc medical device certification GmbH shall be decisive for termination and withdrawal by the participant. In the event of withdrawal notified later than 30 days before the start of the seminar, 50% of the seminar fees will be charged. In the event of absence without prior notice, the seminar fee will be charged in full.

You may nominate a substitute without incurring any additional costs. This person must be notified to the seminar management of mdc medical device certification GmbH by e-mail to [seminar\[at\]mdc-ce.de](mailto:seminar[at]mdc-ce.de). Rebooking to another event within one year is only possible up to 21 days before the start of the seminar. In this case, an additional processing fee of €100 will be charged.

### 5. Cancellation or changes by the organizer

mdc medical device certification GmbH has the right to postpone or cancel an event for reasons for which it is not responsible (e.g. insufficient number of participants, cancellation of the speaker). The participant will be notified of this using the contact details given in his/her registration. In the event of cancellation, any participation fee already paid will be refunded in full. The same applies in the event that the participant is unable to attend the new date. Any other claims on the part of the participant are excluded.

mdc medical device certification GmbH reserves the right to change speakers or change the course of the event. The participant cannot derive any claims from this, e.g. withdrawal from the contract or reduction of the fee.

### 6. Data protection

When initiating, concluding, processing and reversing a purchase contract, we collect, store and process data in accordance with the statutory provisions. The processing is carried out to carry out pre-contractual measures and subsequently to fulfill a contract in accordance with Art. 6 para. 1 lit b)

#### 7.1 Data protection information for face-to-face events

The personal data that you provide to us when placing an order or sending an inquiry by email (e.g. your name and contact details) will be processed for correspondence with you and for the purpose of preparing and holding the event. In order to process payments, we pass on your payment data to the credit institution commissioned with the payment.

By registering and booking a seminar, you give your consent for us to share your personal data with the respective event venue for the purpose of implementing the necessary organizational measures (registration and check-in of participants, creating name badges, creating participant lists).

mdc usually creates lists of participants for conferences and seminars. They are used to inform the participants and are attached to the conference or seminar documents (e.g. list of participants with surname, first name, company, location). You have the option to object to the disclosure of your personal data in the participant lists at any time. Please send your objection in good time and informally by e-mail to [seminar\[at\]mdc-ce.de](mailto:seminar[at]mdc-ce.de). For organizational reasons, you should submit your objection at least one week before the booked event.

mdc conducts anonymous satisfaction surveys on its seminar events with the help of questionnaires in order to evaluate and optimize customer satisfaction with regard to the improvement of processes and services of our seminars. Participation and personal details are voluntary and data is collected anonymously. The data collected is collected and analyzed independently of the personal data of the person concerned. The data is not evaluated on a personal basis.

If we use other third-party services to carry out and handle processing procedures, this is done in compliance with the provisions of the Federal Data Protection Act and the European GDPR.

#### Duration of storage

Personal data provided to us via our website will be stored in our ERP system for the duration of the event and beyond for subsequent contact until you object to further processing. Insofar as retention periods under commercial and tax law must be observed, the duration of the storage of certain data is based on the statutory retention obligations.

## 7.2 Data protection information for online events

We use one of the following applications for the online seminars, depending on the use case:

- GoToWebinar.
- Teamviewer Meeting
- mdc meet (auf jitsi Basis)

The processing of personal data in the context of online seminars is described in the document [„Privacy policy for IT-supported audio-/video conferences“](#) beschrieben.

## 7.3 Your rights with regard to data protection

If you no longer agree to the storage and processing of your personal data or if it has become incorrect, we will arrange for the deletion, correction or restriction of your data in accordance with the statutory provisions. On request, you will receive

information about all your personal data that we process. If you have any questions about the collection, processing or use of your personal data, for information, correction, restriction or deletion of data, please contact:

mdc medical device certification GmbH  
Datenschutzbeauftragter  
Kriegerstr. 6  
70191 Stuttgart  
E-Mail: [datenschutz\[at\]mdc-ce.de](mailto:datenschutz[at]mdc-ce.de)

If you believe that your data is not being processed in accordance with current data protection legislation, you have the right to lodge a complaint with the competent data protection supervisory authority.

The data protection authority responsible for mdc is:

Der Landesbeauftragte für den Datenschutz und die Informationsfreiheit  
Postfach 10 29 32  
70025 Stuttgart  
E-Mail: [poststelle\[at\]lfdi.bwl.de](mailto:poststelle[at]lfdi.bwl.de)