

# Partnering in Business with Germany

of the German Federal Ministry for Economic Affairs and Climate Action

## APPLICATION FORM

Please fill out this form in **English** using [only Adobe Reader](#)

### 1. CANDIDATE DATA

#### Personal details

First name *(as written in passport)*

Last name *(as written in passport)*

Date of birth *(dd/mm/yyyy)*

Gender

International passport number

Date of expiry *(dd/mm/yyyy)*

#### Contact Data

Street and Number

Postal code

City

Region

Country

Telephone private

Telephone office

Mobile

Skype

Email private

Email office

#### Education

Name of university

Subject & degree obtained

Years (from-to)

#### Participation in other training programmes

Name of institution

Name of programme

Year

Duration

#### Foreign language skills

English

*basic*

*good*

*fluent*

*none*

German

Other languages

#### Current employment

Position

Department

Responsibilities

Number of direct subordinates

Years of employment

## 2. COMPANY DATA

### Company details

Name of company Year of foundation

Company Address City

Region Company website

### Company description

Type of ownership Private ownership Other (please specify)

State owned company

Mixed form of ownership (private & state)

Legal form Is the company part of a holding?

Yes No

Number of employees Annual turnover (€) Company's share in export (%)

Main type of business Manufacturing Other (please specify)

Trading

Services

### Economic sector

Statistical classification of economic activity

Branch 1

Branch 2 (optional)

Branch 3 (optional)

Products / services and their percentage of company's annual output *Name  
the main products / services which the company produces / provides*

*Percentage*

%

%

%

### 3. PROGRAMME PARTICIPATION DETAILS

#### Company goals and objectives for your participation in the programme

Please state the form of cooperation, your company is (mainly) planning in Germany (several ticks possible)

import	export	distribution	founding of Joint Venture
subcontracting	licensing	franchising	exhibition/ trade fair

other forms of cooperation, please specify:

Please describe your motivation for applying for the programme and the objectives of your company for economic cooperation with Germany. Refer to the answer(s) given above.

Please describe recent challenges in your field of business

Describe your cooperation project that you want to develop further during your participation in the Partnering in Business with Germany programme and implement at a later stage.

Explain why this cooperation project is of strategic importance to your company. What results, such as quality, turnover, costs, product portfolio, ..., should be achieved for your company with the project.

Please, specify details about economic sector, products, services of German companies, which are of interest for your company

Economic sector Name of German company / contact (if available)

Intended form of cooperation Products/services

Economic sector Name of German company / contact (if available)

Intended form of cooperation Products/services

Economic sector Name of German company / contact (if available)

Intended form of cooperation Products/services

Please name already existing contacts with German (or other foreign) companies

Name of company, country Nature of Cooperation

Do you have the authority for conducting negotiations? Yes No

Thank you for taking the time to complete this form!

#### Data Policy

I hereby confirm by submitting this form, that I have been informed of the data processing activities and my rights (see the data protection statement for applicants below according to Art. 13 GDPR).

Please save this PDF-file and rename it with your name:

Please send the saved PDF-file back to the partner of the programme in your country via email.  
Please also attach the following documents, if available:

- Organisational chart of your company
- A booklet about your company or a short presentation in Power point
- Technical specification of products, equipment, etc. for buying / selling
- Letter of intent from German companies

'Partnering in Business with Germany'  
is an instrument to promote foreign  
trade and investment by the



Federal Ministry  
for Economic Affairs  
and Climate Action



Partnering in Business  
with Germany

'Partnering in Business with Germany' is  
implemented on behalf of the Federal Ministry  
for Economic Affairs and Climate Action by



Deutsche Gesellschaft  
für Internationale  
Zusammenarbeit (GIZ) GmbH

## Data Protection Statement for Applicants

Data protection statement for applicants of *Partnering in Business with Germany* (“**the Programme**”) initiated by the German Federal Ministry for Economic Affairs and Climate Action (“**BMWK**”) on the storage and use of personal data by the Deutsche Gesellschaft für Internationale Zusammenarbeit (“**GIZ**”) GmbH (“**We**”, “**Us**”, “**Our**”).

As the protection of personal data is very important to Us, We will explain to you in this data protection statement what personal data is collected and what it is used for.

The responsible body for data protection is the:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Company headquarters:

Friedrich-Ebert-Allee 32 + 36, 53113 Bonn

Dag-Hammarskjöld-Weg 1 – 5, 65760 Eschborn

E-Mail: [pg@giz.de](mailto:pg@giz.de)

The Programme takes place on the GIZ online platform “**PG Campus**” at the following URL: <https://campus.managerprogramm.de>

### What personal data do We collect?

The personal data that you enter in the application form will be stored on servers of the GIZ and used for processing your application. This includes:

- Your email address
- Your name, organization/ company and function
- Your country of origin
- Your address and phone number
- Your company’s name, address and phone number
- Details on your company’s annual turnover
- Information about yourself, interests, and expertise
  - o details on your planned cooperation
  - o German companies you intend to collaborate with and intended form of cooperation
  - o Already existing contacts with German or foreign companies

### For what purposes is your personal data processed?

As long as there has been no decision on your application, your personal data will be processed solely for the purpose of deciding on your application.

Should your application for the Programme be successful, We will also process your personal data for coordinating and carrying out the Programme. Specifically, your personal data will be processed for:

- Providing you with access to PG Campus
- Preparing and conducting the Programme (organising visits to companies and training courses)
- Making appointments in connection with issuing visa
- Providing for insurance coverage during training in Germany
- Evaluations of the Programme results
- Organising and conducting follow-ups and subsequent debriefings
- Optional (in case you give your consent): Organising and conducting events for Alumni

### What is the legal basis for processing?

The legal basis for processing your personal data in the course of deciding on your application and coordinating the Programme is Art. 6 (1) lit (b) of the General Data Protection Regulation EU 2016/679 (“**GDPR**”). Thereafter, it is permitted to process personal data for the performance of a contract or in order to take steps at the request of the data subject prior to entering into a contract.

As regards processing your personal data after your participation in the Programme, Art. 6 (1) lit (e) GDPR is the legal basis. Thereafter, processing personal data is lawful if it is necessary for the performance of a task carried out in the public interest.

### Who are the recipients of your personal data?

Access to your personal data is restricted to those of Our employees, who are required to process your personal data to fulfil the above-mentioned purposes. The respective employees will handle your personal data properly and confidentially.

Should your application for the Programme be successful, We will be entitled in the course of coordinating and implementing the Programme to pass on data such as family name, given name, date of birth, address, email and phone numbers, training, information on your company and role within the company, and training goals, for further processing by the following organisations/agencies:

- One or more training centres in Germany (preparation, implementation and follow-up of the programme)
- Companies, chambers of commerce and industry and business associations in Germany or your country of origin (brokering of business contacts with German companies in the given sector)
- Trainers and experts (preparatory seminars and courses)
- External evaluators (for evaluation purposes)

Participant data such as family name, passport data, given name and date of birth may be passed on to the following organisations:

- Implementing organisations in partner countries (support with granting visas),
- German embassy in the partner country (granting visas)
- EUROPA health insurance, AXA accident and liability insurance (insurance for participants)

We transfer your data to external service providers who support us in the following activities: storage and management of data, IT support, implementation of events. In doing so, We ensure that these service providers are carefully selected, contractually bound in accordance with data protection and regularly checked. These service providers also include companies that process your data outside the European Union or have their registered office there. For these companies, We only select companies that process the data in places for which there is an adequacy decision by the Commission (Article 45 GDPR). If this requirement is not met, We will only commission these service providers if they provide appropriate safeguards (Article 46 GDPR), for example by agreeing on the EU standard contractual clauses.

#### How do We store your personal data?

All data is hosted either at GIZ servers or on servers of Hetzner GmbH data centers, located in Germany, in accordance with the GDPR. We secure the data by means of suitable technical and organisational measures against unintentional or intended falsification, destruction, loss or access by unauthorised persons.

#### How long is your personal data retained?

Should your application for the Programme not be successful, your personal data will be deleted 12 months after your application has been declined.

If your application is successful, the following applies:

- Your name, date of birth and country of origin will be retained for 10 years after Your participation in the Programme or until the Programme is discontinued, whichever is earlier (to prevent fraudulent double participation)
- Your other personal data (such as contact information as well as information about your company and your achieved results within the Programme) will be retained for five years after your participation in the Programme (for evaluation purposes)
- Any personal data that is no longer needed for the performance of the project will be deleted regularly
- After your participation in the Programme your contact information will be stored for Alumni events up to three years, after which you have to renew your consent to remain part of the Alumni network

#### What are your data protection rights?

You have the right to enquire about your personal data or to have it corrected if necessary. You may request that We erase your data or cease processing it, subject to certain exceptions.

Please assert your rights by email to: [pg@giz.de](mailto:pg@giz.de)

If you have any questions or complaints about this data processing statement or the processing, you can contact Our data protection officer at the following email address: [datenschutzbeauftragter@giz.de](mailto:datenschutzbeauftragter@giz.de).

You have the right to contact the data protection supervisory authority with complaints. The competent authority is the Federal Commissioner for Data Protection and Freedom of Information (BfDI).