

## **CODESYS Academy Training**

### **1. Prerequisites**

We recommend that you bring your own laptop.

Only those who have received an order confirmation from the CODESYS Store are entitled to participate.

### **2. Training modalities**

2.1 Planned training content:

As specified in the product data sheet.

2.2 The planned training content represents a level of expectations. There is no entitlement to complete coverage of all topics. Depending on the needs of the participants, individual topic blocks can be dealt with in more detail or only in the form of key points.

2.3 There is no entitlement to support from the trainer outside of training.

2.4 CODESYS GmbH accepts no liability for any misunderstandings on the part of the participants due to statements made by the trainer. No claims can be derived from this on the part of the participants.

2.5 Training documents

The training documents will be made available to the participants electronically. There is no legal claim to the completeness and correctness of the training documents.

It is expressly forbidden to pass on, reproduce, or use the training documents for your own or company purposes.

Participants are not permitted to record the training or make the content of the training available to the public in any other way.

### **3. Payment**

The invoice is issued after placement of the order in the CODESYS Store. Payment is due within 14 days of invoicing. All fees incurred for bank transfers shall be borne by the ordering party.

#### **4. Cancellation policy**

If the customer cancels between six weeks before the start of the course and the actual start of the course, the customer is obliged to pay the following cancellation fees:

- a) earlier than six (6) weeks before the start of the training: **free of charge**
- b) between four (4) and six (6) weeks before the start of the training: **60%** of the training fee
- c) between two (2) and four (4) weeks before the start of the training: **80%** of the training fee
- d) less than two (2) weeks before the start of the training: **100%** of the training fee

All prices are subject to the applicable statutory VAT and any costs incurred.

#### **5. Data protection**

5.1 As part of the training courses, CODESYS GmbH processes personal data as defined by the GDPR and decides on the means and purpose of the processing. Data is processed in accordance with Article 6 (1) GDPR on the basis of contract fulfillment and legal obligations.

5.2 By registering and participating in a CODESYS GmbH training course, participants consent to the processing of their data.

5.3 CODESYS GmbH receives data from the participants. Depending on the case, this may be

- a) Names and contact details
- b) Information on participating in the training
- c) Employer details

In particular, this data may also be made available to other participants in the training course.

- 5.4 By registering and participating in a training course via Microsoft Teams or TeamViewer Meeting, participants consent to the processing of their data via these video and communication platforms. The data is also processed on the basis of an order processing contract with Microsoft and TeamViewer Germany. CODESYS GmbH remains responsible for compliance with legal, technical, and organizational data security. Information on data security at Microsoft can be found at <https://privacy.microsoft.com/en-us/privacystatement>. Information on data security at TeamViewer can be found at <https://www.teamviewer.com/en-us/global/support/knowledge-base/teamviewer-classic/security/data-privacy-commitment/teamviewer-and-gdpr/>. Without this consent, participation in the training offered is not possible.

## **6. Miscellaneous**

- 6.1 The fulfillment of the contract on the part of CODESYS GmbH is subject to the proviso that there are no obstacles to fulfillment due to national and international regulations of foreign trade law and no embargoes and/or other sanctions.
- 6.2 If a course is canceled due to force majeure, the inability of a lecturer to attend, or other unforeseeable events, there is no entitlement to a replacement lecturer to conduct the course. In this case, the canceled course will be rescheduled at a later date. Existing order confirmations remain valid for the replacement date. If participants are unable to attend at the replacement date, they shall be granted a contractual right of withdrawal.
- 6.3 This agreement is subject to German law. The place of jurisdiction for all disputes arising from and in connection with this agreement is Kempten (Allgäu)/Germany.