



Registration form and important information on the inclusion in the crisis-manager database of the German Food Federation - Lebensmittelverband Deutschland e.V.

Please read the following information on the database, the rules for inclusion and data entry, the data protection statement and the exclusion of guarantee and liability and confirm your consent on the registration form.

General information on the crisis-manager database of the German Food Federation

This online database represents the first central, sector-wide and broadly available network that quickly and efficiently provides crisis-management information to all affected parties in crises.

Contents of the database

The database contains the contact data for companies' responsible crisis managers and their representatives. In addition, the database provides information about individual operational sites / branch locations, including postal codes, Federal State, type of operation involved and product categories.

Via a simple search function, operational sites (for example, key sites during a crisis) can be quickly selected, hit lists with contact data for crisis managers can be printed out and e-mail messages can be sent directly to crisis managers.

As of May 2008, the database also contains contact data for supreme monitoring authorities of the Länder – including crisis-centres and situation rooms for calls outside of regular working hours - and selected staff of authorities have access to it.

What kind of data is being stored?

- Address of the company
- Federal State
- Type of business: e.g. producer, manufacturer or distributor
- Product category: The products being produced or distributed by the company/operational site are divided into 35 categories, e.g. non-alcoholic beverages or desserts
- Contact data of crisis managers: telephone, mobile phone and fax numbers, hotline numbers, email addresses (at least one telephone number is mandatory)
- Addresses of other operational sites
- Up to two crisis managers per operational site



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Data management

The companies, laboratories and associations represented in the database enter and manage the data for their own crisis managers. The companies specify up to two people responsible for the data management who keep the data up-to-date. These data managers receive writing permission for their company's entries.

Access authorisation

In general, the crisis-manager database is available to all food-sector companies and adjacent sectors.

At the same time, access to the database has been restricted as necessary in keeping with needs of data protection. Only crisis-managers as well as selected staff of the supreme authorities of the Federal States (Oberste Landesbehörden) may access the database.

Lebensmittelverband Deutschland e.V.

The Lebensmittelverband Deutschland e.V. - the German Food Federation - is the leading association of the German food sector. In this role, it represents the food sector throughout the entire production chain, "from farm to fork". Its membership includes some 90 associations, representing the areas of agriculture, food trades, food industry and food sellers; 100 individual members and 300 companies – ranging from mid-sized firms to international corporations.

The Lebensmittelverband Deutschland deals with a wide range of issues and areas, all of which fall under the somewhat abstract and general terms "food law" and "food science". Examples of more specific relevant topic areas include food safety, hygiene, labelling, health claims, additives, genetic engineering, quality assurance, food supplements and organic foods.

The registration in the crisis-manager database is independent of a membership in the association.



LEBENSMITTELVERBAND
Deutschland

Registration

Please print the registration form of the crisis manager database you will find at the end of this file. Please enter your company's data and that of your responsible data managers and their representatives, if necessary. Then please send the signed form to the Lebensmittelverband Deutschland by email, fax or post.

Data entry by data managers

Login data

After registration is completed an email will be sent to the data managers containing the required login data; a manual on the entry of data and handling of the database is available for download.

Data entry

Your data should be entered into the database within 14 days. If no entry is made within this period, your access will be blocked for safety reasons.

Your data is not visible to other users of the database until you enter your company's contact data and that of your crisis manager(s).

Please enter the necessary contact data to ensure a 24h availability of your crisis managers.

Up-to-dateness of data

Data managers are responsible for keeping the data up-to-date. When a different person is appointed as crisis manager or the contact data has changed, the corresponding data should be updated immediately.

Login data of crisis managers

As soon as the contact data of crisis managers have been entered into the database the crisis managers will receive the password for the access to the crisis manager database from the Lebensmittelverband Deutschland.

The Lebensmittelverband Deutschland stores name, email and telephone number (company) of crisis managers in a separate address database solely for administrative purposes, to ensure the functionality of the crisis manager database and to enable contact to companies and contact persons entered into the database.

A crisis manager's manual on the handling of the database is available for download.



Data protection

The crisis managers' and their representatives' contact data stored in the crisis-manager database serves the sole purpose of facilitating contacts to companies in crisis, to their responsible crisis managers and their representatives or to the responsible persons of the supreme authorities of the Federal States (Oberste Landesbehörden).

The Lebensmittelverband Deutschland attaches great importance to the security of contact data, as provided by users of the crisis-manager database, for crisis managers and their representatives, as well as to the security of stored information about individual operational sites / branch locations, including postal codes, Federal State, type of operation involved and product category.

At the same time, access to the database is restricted as necessary in order to comply with data protection regulations. For this reason, and for matching the intent behind the database, such data is stored solely for the purpose of making necessary contacts in crisis situations. Database data are not provided to third parties for other purposes. All persons authorised to access the crisis-manager database promise to use the database data only for the purposes for which the database was established.

You have the right to revoke your consent for future use at any time. If you decide to do so, your personal data stored will be deleted immediately.

Your personal data stored will be deleted regardless of a revocation if it is no longer needed for the purposes for which it was stored or if you revoke your consent to your data being stored. Data will also be deleted if its storage is not permitted for other legal reasons.

You may request detailed information on your personal data stored at any time. Please contact us.

Exclusion of guarantee and liability

The Lebensmittelverband Deutschland provides no guarantee, and assumes no liability, for the correctness, up-to-dateness or completeness of the data entered into the database and thus made available, which data managers enter for their own companies.

The Lebensmittelverband Deutschland accepts no responsibility for any unauthorised use of data by access-authorised persons in participating companies, laboratories, associations, authorities or lawyers.

Furthermore, the Lebensmittelverband Deutschland assumes no liability for any damages incurred by users of the crisis-manager database, including damages to computer systems or caused by data loss.

Fees

The registration fee is 300 euros (+ VAT) once.

Access to the database is free of charge for members of the Lebensmittelverband Deutschland.

For further information, please contact

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Registration form for the crisis-manager database of the Lebensmittelverband Deutschland

Company / association

Street

Postal code / city

Contact person

Telephone

Type of business: Please check

- | | |
|--|--|
| <input type="checkbox"/> Retailer | <input type="checkbox"/> Distributor or transporter
(importers, exporters, wholesalers) |
| <input type="checkbox"/> Manufacturer or packer | <input type="checkbox"/> Restaurant, cafeteria or kitchen, etc. |
| <input type="checkbox"/> Producer (basic production) | <input type="checkbox"/> Other – please specify: |
| <input type="checkbox"/> Associations | |
| <input type="checkbox"/> Laboratories, Lawyers for the food sector, Consultings: Entry in the heading "Service Provider" | |

Responsible data manager:

Title

First name

Last name

Telephone

Personal e-mail address

Data manager's representative:

Title

First name

Last name

Telephone

Personal e-mail address

- I have read and accept the terms and conditions on inclusion, data entry and updating as the provisions on data protection and the exclusion of guarantee and liability.
- Company is member of the Lebensmittelverband Deutschland (registration is free)
- There is a one-time registration fee of 300 euros (+ VAT).

(City, date)

Signature / company stamp