

Registration form and important information on the inclusion in the BLL crisis-manager database

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 BLL crisis-manager database

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. The database was built in 2005 by the German Federation for Food Law and Food Science (Bund für Lebensmittelrecht und Lebensmittelkunde e. v. - BLL) – leading association of the German food industry – and has been expanded ever since.

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 (except Berlin) – 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
- Addresses of other operational sites
- 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)
- Up to two crisis managers per operational site

Company ABC Co. LTD

Company ABC Co. LTD

Mainstreet 12
12345 Town
Malta
Telephone: +12 3456 789098-123
Fax: +12 3456 7896789
Email: test@test.te

▼ Type of business / Product categories

Type of business

Manufacturers and packers

Product categories

Alcoholic beverages: Wine, sparkling wine, must, beer, spirituous beverages and comparable products

John Smith

Crisis manager
Telephone (Company): +12 3456 78987-654
Mobile (Company): +12 987 654321
Hotline (outside of regular working hours): +12 3436 7899998
regular working hours: Security office ABC
Telephone (private): +12 3456 54321
Mobile (private): +12 987 654321
Email: smith@company.et

Company ABC Co. LTD - Sales Department

First Street 15
98765 Capitol City
Sweden
Telephone: +99 6789 54321-123
Fax: +99 6789 123456
Email: sales@company.et
Internet: companyabc.et

▶ Type of business / Product categories

Thomas Smith

Director
Telephone (Company): +99 8765 4321-123
Mobile (Company): +99 6543 210
Hotline (outside of regular working hours): +99 888 777666
regular working hours:
Email: smith@company.et

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.

Registration

Please print the registration form of the BLL crisis manager database you will find at the end of this file. Please enter – clearly legible – your company's data and that of your responsible data managers and their representatives, if necessary. Then please send the signed form to the BLL by 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 BLL crisis manager database from the BLL.

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

Furthermore, the BLL 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 BLL members

For further information, please contact

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und Lebensmittelkunde e.V.)
Postfach 06 02 50
10052 Berlin

FAX: 030/ 206143210

Registration form for the BLL crisis-manager database

Company / laboratory / association

Street

Postal code / city

www.

Contact person

Telephone

Type of business: Please check

Retailer

Manufacturer or packer

Producer (basic production)

Associations

Restaurant, cafeteria or kitchen, etc.

Other – please specify:

Distributor or transporter

(importers, exporters, wholesalers)

Laboratories

Lawyers for the food sector

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 BLL member (registration is free)

There is a one-time registration fee of 300 euros (+ VAT).

(City, date)

Signature / company stamp