

1. Data processor

Controller as defined in GDPR Article 4 (7)

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2. Data Protection Officer

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3. Processing purpose / Data categories

Personal data are processed (data collecting, processing and utilizing) to fulfill our business purpose, preserve legal conformity, and for our own legitimate interest with regard to the welfare of our employees, proprietors, and investors.

Processing concerns especially these categories of data subjects:

Employees

Personal data are processed for the performance of work contracts, customer contracts and legal obligations. Legal basis: GDPR Article 6 (1) Point b and GDPR Article 6 (1) Point f.

Categories of personal data:

- Name data
- Address and communication data
- Contract, master and accounting data
- Date of birth, marital status, nationality, religious denomination, field of business activity, criminal record certificate, education and qualification certificates (relevant to job activities), salary payments, name and age of family members if relevant for social benefits, income tax data, social data
- Bank details
- Data for personnel management and controlling
- Data concerning physical access control, data access control, communication, transaction processing and control, technical systems

Applicants

Personal data are processed for the performance of a contract prior to entering into a work contract. Legal basis: GDPR Article 6 (1) Point b.

Categories of personal data:

- Personal identifiable data relating to address, contact management (phone, e-mail), date of birth, criminal record certificate, education and qualification certificates
- Special personal data (relevant to assessing the suitability for a job), professional career details, certificates and qualifications

Customers

Personal data are processed for the performance of customer contracts pursuant to GDPR Article 6 (1) Point b, because of a legitimate interest pursuant to GDPR Article 6 (1) Point f, and for compliance with legal obligations.

Categories of personal data:

- Personal identifiable data, contact information, function/position in company, contract data, billing data, bank details, purchasing data

Suppliers

Processing of personal data for the performance of contracts pursuant to GDPR Article 6 (1) Point b and for compliance with legal obligations.

Categories of personal data:

- Personal identifiable data, contact information, function/position in supplier company, contract data, billing data, bank details

Potential buyers

Processing of personal data to answer question and prepare contracts. Legal basis: GDPR Article 6 (1) Point b and GDPR Article 6 (1) Point f.

Categories of personal data:

- Personal identifiable data, contact information, function/position in company

Recipient of personalized advertising

Based on consent, personal data are processed to provide personalized advertising. Contact is made via e-mail, phone, fax, SMS, post, social networks, or visits in person.

Personalized advertising is provided to give general business information, seasonal information, event information, information concerning special occasions, and similar occurrences.

Legal basis: GDPR Article 6 (1) Point a

Categories of personal data:

- Personally identifiable information, contact information, function/position of person in company, contract data.

4. Duration of storage

Personal data are stored for as long as necessary for the processing purpose (point 3) or as dictated by a legal obligation to retain data or provide proof. Applicants' data are stored for 6 months.

Consent has been given

The duration of storage depends on the purpose of consent. After consent is withdrawn, processing is limited and data erased after 30 days unless there is a legal obligation to retain data or provide proof.

5. Categories of recipients and profiling

If necessary, personal data will be disclosed to the following categories of recipients:

- IT service provider (providing information and telecommunication services)
- Marketing service provider (creating and consulting marketing strategies)
- Mail service provider (sending advertising e-mails)
- Logistics service provider (shipping goods and documents)
- Customer service provider (contact for your questions)
- Suppliers (purchasing good/services with regard to customers)
- Subcontractors (service or work contract work)
- Record and data shredder (professional disposal of records and data storage media)
- Authorities (e.g. revenue service, health insurance, social insurance)
- Tax advisor, auditor, consultant
- Financial service providers (e.g. banks, SCHUFA (General Credit Protection Agency))

We do not conduct automated decision-making (profiling pursuant to GDPR Article 22 (1) and 22 (4)).

6. Data subject rights

Data subjects may use the contact details provided to receive information regarding the personal data stored at any time. Furthermore, there is the right to rectification, to erasure, restriction of processing, and data portability.

You are under no obligation to provide us with personal data. However, this would entail that we won't be able or only partially be able to fulfill the purposes listed under 3).

In addition, data subjects may contact the data protection authority. We are in the jurisdiction of the State Commissioner for Data Protection and Freedom of Information in Stuttgart.

We conduct neither automated decision-making nor profiling.

7. Right of objection

Where there is processing due to our legitimate interest, you may object to this processing. This especially applies to processing with regard to direct marketing.

8. Right to withdraw consent

At any time you may withdraw your consent for the future collection and storage of your personal data pursuant to Article 6 (1) Point a or Article 9 (2) Point a by contacting us using the contact data given above. The lawfulness of processing data because of consent given until it is withdrawn is unaffected by this.