

Data protection information pursuant to Art. 12-19, 21 DSGVO vis-à-vis data subjects

This document provides you with information about the collection and processing of your personal data and your rights under data protection law.

Responsible party

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Contact person in the area of data protection

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Processing framework

- Categories of personal data processed
 - Unsolicited applicants: master data (e.g. CV contents, contact, family circumstances, health, knowledge, skills)
 - Employees: master data (e.g. CV contents, contact, family circumstances, health, knowledge, skills), contract and billing data, log data of IT systems (e.g. firewall, server logs), personal image/video data on company presentations
 - Customers: Contract data, master data, billing data, transmitted order data.
 - Prospective customers: Contact data, transmitted content data
 - Suppliers: Contract data, contact data, transmitted content data
 - Participants in a video conference (e.g. "MS Teams"): first name, last name, e-mail address, participant IP addresses, MP4 file of video, audio and presentation recordings (for optional recordings), information on incoming and outgoing call number (for telephone dial-in), content of chat histories
- Purposes for which the personal data are to be processed
 - Unsolicited applicants: examination of the application
 - Employees: processing of all necessary and required measures in an employment relationship, ensuring that operations are as trouble-free as possible, marketing (image/video data on website and/or other online platforms, employee motivation when introducing new employees on e.g. "bulletin board")
 - Customers: Contract fulfillment
 - Prospective customers: Information exchange
 - Suppliers: Services, orders

- Participants in a video conference (e.g. "MS Teams"): online meetings, telephone conferences.
- Legal basis of the processing operations according to Art. 6 para. 1
 - (Depending on the data processing, not every legal basis applies).
 - Unsolicited applicants: fulfillment of a contract or for the implementation of pre-contractual measures, if applicable, consent to processing.
 - Employees: fulfillment of a contract or for the performance of pre-contractual measures, if applicable, consent to processing, fulfillment of a legal obligation, protection of legitimate interests
 - Customers: Fulfillment of a contract or to carry out pre-contractual measures, protection of legitimate interests.
 - Interested parties: Fulfillment of a contract or to carry out pre-contractual measures, safeguarding of legitimate interests.
 - Suppliers: Fulfillment of a contract or to carry out pre-contractual measures, fulfillment of a legal obligation
 - Participants in a videoconference (e.g. "MS teams"): safeguarding legitimate interests, consent to processing.
- Duration for which personal data is stored (depending on purpose and target group).
Duration of contract, legal time limits, withdrawal of consent (if necessary), objection to data processing, duration of online meeting.
- There is no automated decision making including profiling according to Art. 22 (1) and (4) DS-GVO.

Disclosure and foreign reference

- Recipients or categories of recipients of personal data (depending on target group)
Tax advisor, internal use (e.g. HR, IT), authorities, banks, insurance companies, in the case of image data (provider, marketing agency, photographer), subcontractors and cooperation partners (if contractually regulated or clarified), authorities, health insurance companies, participants in a video conference
- Collection source: direct
- In principle, there is no intention of the responsible party to transfer the personal data to a third country or an international organization. Through the use of Microsoft Office 365 or other MS cloud applications, there may be a partial transfer of personal data to the USA, e.g. in the context of support services from Microsoft. Part of the order processing contract with Microsoft are EU standard contractual clauses, which are suitable guarantees for data transfer in third countries according to Art. 46 para. 2 lit. c DSGVO.

Data processing outside the European Union

Data processing outside the European Union (EU) does not take place in principle, as we have limited our storage location to data centers in the European Union. However, we cannot exclude the routing of data via Internet servers that are located outside the EU. This may be the case in particular if participants in "Online Meeting" are located in a third country. There is also the possibility of access by the American legislator on the basis of American law ("Cloud Act", "Patriot Act").

However, the data is encrypted during transport over the Internet and thus protected against unauthorized access by third parties.

Data subject rights

- In accordance with Art. 7 (3) DSGVO, you have the right to revoke your consent at any time. The consequence is that we may no longer continue the data processing based on this consent in the future;
- You have the right according to Art. 15 DSGVO to request information about your personal data processed by us.
- You have the right pursuant to Art. 16 DSGVO to demand the immediate correction of incorrect or completion of your personal data stored by us;
- You have the right pursuant to Art. 17 DSGVO to request the deletion of your personal data stored by us, provided that no other reasons, such as compliance with a legal obligation or defense of legal claims, oppose.
- You have the right according to Art. 18 DSGVO to request the restriction of the processing of your personal data. If your personal data is processed on the basis of Art. 6(1)(e) or (f) DSGVO, you have the right to object to the processing of your personal data pursuant to Art. 21 DSGVO, provided that there are grounds for doing so that arise from your particular situation.
- The controller shall notify all recipients to whom personal data have been disclosed of any rectification or erasure of the personal data or restriction of processing pursuant to Art. 19 DSGVO.
- You have the right according to Art. 20 DSGVO to receive your personal data, which you have provided to us, in a structured, common and machine-readable format or to request the transfer to another controller.
- You have the right, pursuant to Art. 22, not to be subject to a decision based solely on automated processing - including profiling - which produces legal effects vis-à-vis it or similarly significantly affects it.
- You have the right to complain to a supervisory authority pursuant to Art. 77 DSGVO.
Lower Saxony supervisory authority
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Supervisory authorities of all federal states:
https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.html