

Mandatory information acc. to Art. 12 ff. DS-GVO

Contact details of the Responsible Person

Name: Simon
First Name: Michael

Contact details (business)
Company: VERITAS Steuerberatungsgesellschaft mbH
Address: Emschertalstr. 1, 46149 Oberhausen
Telephone: 0208 - 62 139 20
Mobile: 0175 - 5720951
Email: simon@veritas-stbg.de

Contact details of the Data Protection Officer

Contact details (business) Lutz Voswinkel
Company: DATEV eG
Address: Nuremberg
Telephone: 0911 - 319 0
Mobile: 0172 - 2012984
Email: lutz.voswinkel@datev.de

Where do we obtain your personal data from?

The collection of your data takes place in principle with you. The processing of the personal data provided by you is necessary for the fulfilment of the contractual obligations arising from the employment contract concluded with us. Due to your obligations to cooperate, it is essential to provide the personal data requested by us, in order for us to be able to fulfil our contractual obligations. Disadvantages for you, e.g., in wage payments, the transfer of social security contributions, etc., can otherwise no longer be excluded.

The provision of your personal data is necessary within the framework of pre-contractual measures (e.g., master data entry in the prospect process). If the requested data is not provided by you, the employment contract cannot be concluded.

In order to process the employment contract, it may be necessary to process personal data that we have received from other companies or other third parties, e.g., social security funds, etc., permissible and for the respective purpose.

Purposes and legal basis of the processing

The personal data provided by you will be processed in accordance with the provisions of the European Data Protection Regulation (DS-GVO) and the Federal Data Protection Act (BDSG):

Based on a consent (acc. to § 26 para. 2 BDSG)

The purposes of the processing of personal data result from the granting of consent. A given consent can be revoked by you at any time with effect for the future. Consents given prior to the application of the DS-GVO (25 May 2018) may also be revoked. Processing that took place before the revocation remains unaffected by the revocation. Example: Publication of your image on our website.

For the establishment, implementation and termination of the employment relationship (acc. to § 26 para. 1 subpara. 1 BDSG)

The purposes of the data processing arise on the one hand from the introduction of pre-contractual measures, which precede a contractually regulated employment relationship and on the other hand for the fulfilment of the obligations from the employment contract concluded with you.

For the detection of criminal offences (acc. to § 26 para. 1 subpara. 2 BDSG)

Your personal data may be processed to uncover criminal offences if actual evidence to be documented substantiates the suspicion that you have committed a criminal offence in the employment relationship, the processing is necessary for uncovering and your legitimate interest in the exclusion of the processing does not predominate, in particular the type and extent are not disproportionate with regard to the cause.

Who receives the personal data provided by you?

Within our company, those areas which require the personal data provided by you are given access to it in order to fulfil their contractual and legal obligations and which are entitled to process this data.

In fulfilment of the employment contract concluded with you, only those bodies that need the data provided by you for legal reasons, e.g., your bank, social insurance carriers, health insurance, etc., will receive it.

Other recipients will only receive the data provided by you at your request if you give us your written consent.

As part of our service provision, we commission contract processors who contribute to the fulfilment of contractual obligations, e.g., computer centre service providers, EDP partners, document shredders, etc., to process your data. These contract processors are contractually obliged by us to maintain professional secrecy and to comply with the requirements of the DS-GVO and the BDSG.

Is the data provided by you transmitted to third countries or international organizations?

The data provided by you will never be transferred to a third country or an international organisation. If in individual cases, you wish the data provided by you to be transferred to a third country or an international organisation, we will only do so with your written consent.

Does automated decision-making, including profiling, take place?

No fully automated decision-making (including profiling) in accordance with Art. 22 DS-GVO is used to process the data you provide.

Duration of processing (criteria for deletion)

The processing of the data provided by you takes place as long as it is necessary to achieve the employment contractually agreed purpose, in principle as long as the contractual employment relationship with you exists. After termination of the contractual employment relationship, the data provided by you will be processed to comply with legal storage obligations or on the basis of our legitimate interests. After the expiry of the statutory retention periods and/or the loss of our legitimate interests, the data provided by you will be deleted.

Expected periods of the storage obligations applicable to us and our legitimate interests:

- Compliance with commercial, tax and professional retention periods. The periods specified there for storage or documentation are between two and ten years.

Information about your rights

- Right to **information** acc. to Art. 15 DS-GVO:

You have the right, upon request and free of charge, to obtain information whether and which data about you is stored and for what purpose it is stored.

- Right to **rectification** acc. to Art. 16 DS-GVO:

You have the right to demand the immediate correction of your incorrect personal data from the person responsible. Taking into account the purposes of the processing, you have the right to request the completion of incomplete personal data - also by means of a supplementary declaration.

- Right to **cancellation ("right to be forgotten")** acc. to Art. 17 DS-GVO:

You have the right to demand that the person responsible delete your data immediately. The person responsible is obliged to delete personal data immediately if one of the following reasons applies:

- a) The purposes for which the personal data were collected do not apply
- b) You revoke your consent to the processing. There is no other legal basis for the processing.
- c) You object to the processing. There is no other legal basis for the processing.
- d) The personal data have been processed unlawfully.
- e) The deletion of personal data is necessary to fulfil a legal obligation under Union law or the law of the Member States to which the controller is subject.
- f) The personal data have been collected in relation to information society services offered in accordance with Article 8(1).

- Right to **limitation of processing** according to Art. 18 DS-GVO & § 35 BDSG:

You have the right to demand the restriction of processing if one of the following conditions is met:

- a) The correctness of the personal data is questioned by you.
- b) The processing is unlawful; however, you refuse to delete it.
- c) Personal data is no longer required for the purposes of processing; however, you need the data to assert, exercise or defend legal claims.
- d) You have entered an objection against the processing acc. to Art. 21 para. 1 DS-GVO. As long as it is not yet clear whether the justified reasons of the person responsible outweigh those of you, the processing will be restricted.

- Right to **data portability** acc. Art. 20 DS-GVO:

You have the right to receive the data provided by you in a structured, common and machine-readable format from the person responsible. Forwarding it to another responsible person may not be hindered by us.

- **Right of objection** acc. to Art. 21 DS-GVO:

For this purpose, please contact the person responsible for processing (see above).

- **Right of complaint** to the supervisory authority acc. to Art. 13 para. 2 lit. d, 77 DS-GVO

i. V. m § 19 BDSG:

If you are of the opinion that the processing of your data violates the DS-GVO, you have the right to file a complaint with the supervisory authority. To do so, please contact the responsible supervisory authority.

- **Withdrawal of consent** acc. to Art. 7 para. 3 DS-GVO:

Is the processing based on your consent acc. to Art. 6 para. 1 lit. a or Art. 9 para. 2 lit. a (processing of special categories of personal data), you are entitled at any time to **withdraw** the purposefully bound **consent** without affecting the legality of the processing carried out on the basis of the consent until revocation.