

**Public procedure directory of Josef Schnell GmbH Construction Company Offenburg**

1.	<b>Responsible Authority:</b>	Josef Schnell GmbH Bauunternehmung Registry Court: Freiburg HRB 470684 VAT ID Number: DE214121408
2.	<b>Management:</b>	Joschi Schnell                      Tel.: +49 781 92 92-0 E-Mail:                                      JoschiSchnell@JosefSchnell.de
	<b>Head of Data Processing</b>	Timm Schnell                      Tel.: +49 7621 9670-0 E-Mail:                                      TimmSchnell@JosefSchnell.de
	<b>Address</b>	Jahnweg 6-8, D-77652 Offenburg Telephone: +49 781 92 92 -0 Telefax: +49 781 92 92 - 44 / - 88 E-Mail: offenburg(at)josefschnell.de Website: www.josefschnell.de
4.	<b>Purpose of the data collection, processing and use:</b>	Processing and implementation of contracts in connection with civil engineering and road construction, specialised laying of cables, ducts and pipes, in the area of pressure drainage, construction of outdoor facilities, general levelling and earth moving work, pipe jacking and pipe ramming installation. Secondary purposes are ancillary or supportive functions, such as, in particular, staff, candidate, customer, supplier and service-provider data administration. The saving and the data processing of personal data that we carry out is only for our own purposes and in order to execute the contract.
5.	<b>Groups of people affected:</b>	Personal data from the following groups (natural persons) are predominantly collected, processed and used to the extent that this is required to serve the purpose of fulfilling the aforementioned points: - Customers - Interested parties / Non-customers - Company's own staff: Employees, applicants, interns, temporary/seasonal workers, student staff, diploma students - Former staff, retired staff - Business partners, subcontractors / free sales representatives - Suppliers / service providers - Contact person for aforementioned groups
	<b>Data or data categories for the aforementioned groups of people:</b>	- Address data - Bank details / direct debit data - All relevant personal data for staff administration / payroll accounting - Communication data / contact data - Invoicing and service data - Dunning data
6.	<b>Data recipients or categories of recipients:</b>	- Internal departments that have been commissioned with the processing or are involved in it, e.g. operations department, accounting, marketing, sales, etc. - external bodies such as, banks, insurers etc. for example.

		<ul style="list-style-type: none"> <li>- external contractors / service providers such as, trade and service-provider subcontractors for the purpose stated above, etc.</li> <li>- external contractors in accordance with Section 1 of the German Federal Data Protection Act (§11 BDSG)</li> <li>- Public bodies such as, for example, finance authorities, social insurance agencies etc. (when overriding</li> </ul>
7.	<b>Statutory deadlines for the deletion of data:</b>	The legislature has passed a variety of legislation governing retention requirements and deadlines. Once these deadlines have passed, the corresponding data are then deleted on a routine basis as far as these are no longer required to fulfil the contract. If there are data that are unaffected by this, they will be deleted as soon as the purpose for their collection, use and processing has expired.
8.	<b>Planned data transfers to third countries:</b>	A transfer to third countries (outside the European Union) does not happen and there are no plans for this.
9.	<b>General description concerning processing security:</b>	<p>The staff members who are involved in processing data must provide a written pledge to comply with data secrecy in accordance with Section 5 of the German</p> <p>All data are technically protected against unauthorised (entry control / access control / usage control), the measures that this requires are constantly being adapted to meet the latest technological standards. When electronically transmitting data to third parties (e.g. public bodies), the data are encrypted in accordance with the latest technical standards.</p> <p>To protect against the accidental destruction or loss of data, back-up copies are created.</p> <p>The implementation of the technical and organisational in the annex to Section 9 of the German Federal Data is done so in accordance with the requirements of the the processed or collected data and is constantly being latest technical standards.</p>
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	<b>Author:</b>	Timm Schnell