

Data protection information for customers

Our handling of your data and your rights

Information on the implementation of the European General Data Protection Regulation (GDPR)

A. Who is responsible for data processing and whom can I contact?

The person responsible for data processing is the
otris software AG
Königswall 21
44137 Dortmund
Phone: +49 (0)231 958069-0
Email: info@otris.de

B. What sources and data do we use?

We process data that we receive exclusively from the business relationship with you. We receive the data directly from you.

Specifically, we process the following data:

- Master data on your contract (e.g. name, address, etc.)
- Tax-relevant data
- Bank data (BIC / IBAN)
- Data in connection with the execution of the contractual relationship (powers of attorney)
- Data we need to clarify support cases

C. For what purposes and on what legal basis is my data processed?

We process your personal data in compliance with the relevant provisions of the EU General Data Protection Regulation (GDPR), the Federal Data Protection Act (BDSG) and all other applicable laws.

1. For the fulfilment of contractual obligations (Art. 6 para. 1 b GDPR)

We process your data to execute our contracts with you. The purposes of the data processing depend in detail on the basis of the contract.

2. Within the framework of the balancing of interests (Art. 6 para. 1 f GDPR)

In individual cases, we process your data to protect the legitimate interests of us or of third parties (e.g. authorities). This applies in particular to the investigation of criminal offences (legal basis Art. 6 para. 1 f GDPR in conjunction with § 26 para. 1 p. 2 BDSG) or the exchange of data within the group for administrative purposes.

3. Based on your consent (Art. 6 para. 1 a GDPR)

If you have given us consent to process personal data, the respective consent is the legal basis for the processing mentioned there.

You can revoke consent at any time with effect for the future. This also applies to declarations of consent that you gave to us before the GDPR came into force, i.e. before 25 May 2018. The revocation is only effective for the future.

4. Due to legal requirements (Art. 6 para. 1 c GDPR)

We are subject to various legal obligations, i.e. legal requirements.

Insofar as special categories of personal data are processed in accordance with Article 9 (1) of the GDPR, this serves the exercise of rights or the fulfilment of legal obligations, social security law and social protection.

D. Who gets my data?

Within our company, only those persons and offices receive your personal data that need them to fulfil our contractual and legal obligations.

In addition, the following offices may receive your data: The tax advisor for advice on tax matters and the auditor for the preparation of the annual financial statements.

Processors used by us (Art. 28 GDPR), in particular in the area of IT services, who process your data for us in accordance with your instructions.

E. How long will my data be stored?

We delete your personal data as soon as it is no longer required for the fulfilment of our contractual relationship. If required, we process your personal data for the duration of our business relationship, which also includes the initiation and execution of a contract.

In addition, we are subject to various retention and documentation obligations

(e.g. HBG, BGB, etc.). The periods specified there for storage or documentation are up to ten years, but in certain cases also up to thirty years.

F. Will my data be transferred to a third country?

Your personal data will not be transferred to a third country (countries outside the European Economic Area - EEA).

G. Are you obliged to provide your data?

Within the scope of our business relationship, you must provide those personal data that are necessary for the establishment and execution of a business relationship and the fulfilment of the associated contractual obligations or which we are legally obliged to collect.

Without this data, we will usually have to refuse the conclusion of the contract or the execution of the order or will no longer be able to perform an existing contract and may have to terminate it.

H. Would you like to complain about the handling of your data?

You have the option of contacting our data protection officer or a data protection supervisory authority. The data protection supervisory authority responsible for us is:

State Commissioner for Data Protection and Freedom of Information of North Rhine-Westphalia.
Kavalleriestraße 2-4, 40213 Düsseldorf, Germany

I. What data protection rights do you have?

You have the right to correction, deletion, restriction of processing and data portability of your personal data under the respective legal conditions of the GDPR, valid in the version from 25.05.2018. You also have the right to lodge a complaint with a data protection supervisory authority.

You have the right (right of objection) to object at any time to the processing of your personal data for direct marketing purposes without giving reasons.

You have the right (right to information) to request information from us at any time about the data stored about you.

If we process your data to protect legitimate interests, you may object to this processing on grounds relating to your particular situation.

We will then no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing that override your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.

Data processing

Responsible / Contact: otris software AG
info@otris.de
Data Protection Officer / Contact: datenschutz@otris.de

Legal basis for data processing
Art. 6 (1) a, b, c and f GDPR

Purposes of the processing incl. legitimate interest of the controller
Consent/fulfilment of contract/legal requirements/balancing of interests

Disclosure
your data to

Tax office
Bank
Tax consultant
Accountant
IT service provider

Storage period

After expiry of the retention obligations resulting from the contractual/business relationship and the underlying legal regulations. business relationship and the underlying legal regulations.

Your rights

Information
Correction
Blocking
Deletion
Objection to processing
Data transmission
Right of appeal to the supervisory authority
Revocation of consent