

Basics of data processing at delosfoto GmbH

delosfoto GmbH does not produce any pictures itself. She receives the pictures from the contractually affiliated photographers.

The main stages of data processing at delosfoto are

1. The **uploader** copies the images provided by photographers to the in-house server, makes a low-resolution copy for use on the website and uploads it to the Internet server used by delosfoto. This server is hosted by Hetzner in Germany and is only available to delosfoto. The Uploader is only available to employees at the company headquarters.

The programs running on the server in the Internet are roughly divided into the

2.1 **Frontend**. This is all data visible on the website. This includes all published images, the corresponding descriptions, rights clarification, price calculation, search functions. Furthermore all explanatory pages such as imprint, data protection, information for photographers and image users. This also includes the registration functions for employees, photographers and customers. Registered customers can also download the images they have selected in a reproducible resolution.

2.2 The **backend** contains the administration of all database functions. This includes the image description with tags and image data, the commercial administration of the images, the input and administration of photographer and customer data and their employees as well as the editing of the page contents. The necessary documents for order processing are also prepared here. All functions of the database are available to employees, including the creation of customers, users and photographers.

Photographers have limited rights to view and describe the images assigned to them. Customers have no access rights in the administration program.

2.3 **Secondary programs** ensure the integration of the metadata into the images and a regular encrypted backup of the entire contents of the server. Logon data is stored in encrypted form by secondary programs.

Data integrity

Public users will find images based on the image description (texts). The data is transmitted via http: unencrypted, because no personal data is transmitted here.

After a registration ("Login") all data is transmitted via https: encrypted, no matter if the registration is done by employees, photographers or customers. The server on the Internet is protected against attacks as far as technically feasible and runs under the Linux operating system. The based database is MySQL.

All PCs, servers and backup media are protected in-house by login passwords to prevent unauthorized access.

Disposed storage media are not only deleted, but mechanically destroyed before being scrapped.

Company							
Save Company							
Name	delosfoto GmbH	Name extended	Bildagentur	Website url	www.delosfoto.de	Email	info@geofoto.de
Professional	true	General note	Eigene Kundennummer	Communication	Intern	Tax identification number	DE273970947
Bank	Volksbank Eppertshausen	Bank code	508 655 03	Account number	168629	Iban	DE40 5086 5503 0000 1686 29
Bicc	GENODE51EPT	Credit card company	-	Credit card number	-	Bkz1	1422
Bkz2	1422	Delivery method	Leist. per Express TNT Pake...	Delivery condition	Gegen Frachtberechnung	Document delivery	Dok. Versand per Postbrief
Document type	100 VK Verkauf BRD Einzelre...	Payment method	Banküberweisung 14 Tage nac...	Discount	Sondereinbarung	General discount	

Example of stored personal data using delosfoto, the names of the contact persons may also be stored for all address details.

Agreement means whether there is an agreement with the customer on flat-rate prices.

Groups are customer groups, where the customer is assigned to magazines, postcards, calendars, advertising agencies and other categories.

No personal data is stored in either submenu.

The contents of the following menus are self-explanatory.