

List of procedures and processing overview

1. Name or company: *delosfoto GmbH*
2. Head of the company, Head of data processing: *GF Sigfried Thomas, DP Sigfried Thomas*
3. Address: *Brandenburger Straße 12, 64823 Groß-Umstadt*

4. Purpose of data collection, processing or use

- *for employee data, personnel administration/supervision,*
- *marketing measures planned for customer addresses/data and the preparation of business papers and accounting documents as well as financial accounting and the processing of orders/deliveries*
- *the administration of contact persons and their communication data in the customer database*
- *the illustrations of persons are currently still regulated according to §22 and §23 KUG*

5. Description of the data collection, processing or use concerned groups of persons and the relevant data or data categories

- Employees: *Personnel data*
- Customers: *Data on contractual relationships, marketing data, contact persons*
- Photographers: *Data on the contractual relationships (contract, tax data, main topics, addresses and communication data)*

6. Recipients or categories of recipients to whom the data may be communicated.

- for employee data: *tax authorities and social insurance carriers, tax consultants*
- for customer and photographer data: *tax authorities, tax consultants*
 - for photo models: *tax authorities, tax consultants*
 - for awarding IT services outside the company according to § 11 BDSG: *tax authorities, tax consultants*
 - Images: *All shared images are publicly accessible*
 - Images: *are passed on to customers, they can also be saved from the website.*
- Other recipients are *Banking institutions in the context of payment transactions. Web services such as PayPal are not used.*

7. Standard periods for the deletion of data

- for employee data *in accordance with the retention periods, in the case of company pension until death*
- for customer and photographer data *after expiry of the retention periods under commercial law, indefinitely in the case of an existing business relationship*
 - Images: *will not be deleted but removed from the public image search if necessary.*

8. Planned transfer of data to third countries

Third countries are all countries outside the European Union (EU) as well as the additional Members of the European Economic Area (Iceland, Liechtenstein, Norway)

No data will be transferred to third countries. The ongoing data backup at Amazon Web Service is encrypted and cannot be read and edited there.

delosfoto GmbH cannot influence the transmission paths of e-mails.

9. delosfoto will be happy to answer detailed functions of data storage and processing.