Basic principle of data processing at delosfoto GmbH

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

The main stages of data processing at delosfoto are as follows

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 the company Hetzner in Germany and is only available to delosfoto.
The Uploader is only available to employees at the company headquarters.

2. The programs that can be run on the server in the Internet are roughly divided into the following

2.1 Frontend. This is all data that is visible on the website. This includes all published images, the associated descriptions, rights clearance, price calculation, search functions. Furthermore all explanatory sides like imprint, data security, information for photographers and picture users.
Also included here are the registration functions for employees, photographers and customers.
Registered customers can also download their selected images in a reproducible resolution.

2.2 The backend contains the administration of all database functions. This includes the image description with tags and image recording 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 content. 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 do not have access rights in the administration program. Website visitors cannot access the administration program.

2.3 Side programs provide the integration of metadata into the images and a regular encrypted backup of the entire contents of the server.
Logon data is stored encrypted by secondary programs.

3. data security
Public users will find images based on the image description (texts). The data is transmitted via https: encrypted, although no personal data is transmitted here yet.
After registration ("login"), all data is transmitted encrypted via https:, regardless of whether the registration is made by employees, photographers or customers. The Internet server is protected against attacks as far as technically feasible and runs under the Linux operating system. The based database is mySQL.
Inhouse, all PCs, the server and the backup media are protected by login passwords to prevent unauthorized access. Discarded storage media are not only deleted, but mechanically destroyed before being scrapped.

4. Example of stored personal data

Company	Agreement	Groups	Invoice Address	Shipping Address	Order Address	Phone Number	Mobile Number	Fax Number

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	Sondervereinbarung	General discount	

Agreement means whether there is an agreement with the customer on lump-sum 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 content of the following menus is self-explanatory.

Annex9-basic-principle-of-data-processing-27112019