



## Directory of procedures

### **1. Name and address of the responsible office:**

Security Label GmbH  
Am Boksberg 10  
31157 Sarstedt  
Telephone: 05066 70500, Telefax: 05066 705020

### **2. Managing director:**

Montassar Ben Hmida

### **3. Persons responsible for data processing management:**

Datenschutzbeauftragter der Security Label GmbH  
c/o TechnoSoft Consulting GmbH  
Bendestorfer Str. 5  
21244 Buchholz

### **4. Purpose of data collection, processing or use:**

The production of print products and trading thereof, in particular of security products and print products for airlines and the general traffic and transport markets as well as all necessary associated and expedient legal transactions. Secondary purposes comprise accompanying or supporting functions such as human resources, supplier and service provider management. The implementation of data storage and data processing of personal data takes place exclusively for own purposes.

### **5. Description of groups of persons affected:**

In order to fulfil the purpose as specified in Section 4 the personal data or data categories specified below are acquired, processed and used with respect to the following groups of persons: Customers: address data, including telephone, fax and e-mail data, information, bank details.

Interested parties: address data, telephone extension, possibly offer data.

Applicants: mainly application data, details of career, education and qualifications.

Employees, trainees, interns, retirees, former employees and dependents: contract, master and payroll data, information on private and business address, field of work, wage payments, name and age of dependents as required for social benefits, income tax data, bank data, assets entrusted to employees.

Data for personnel administration and management: working hours data and access control data. Emergency contact data of selected persons to be contacted in an emergency.

Sales representatives/agents: address, business and contract data, contact information.

Suppliers/service providers: address data, contact co-ordinates, bank details, contract data, schedule management data, accounting and performance data. Contact persons for the groups referred to above.

**6. Data recipients or categories of data recipients:**

Public authorities which receive data pursuant to legal requirements (e.g. social security institutions, finance authorities, regulators). Internal centres involved in the execution of business processes (mainly: personnel administration, bookkeeping, accounting, purchasing, general admin, sales, telecommunications and IT). External bodies such as banks/credit organisations for wage payments, building savings banks and others (for the purpose of capital accumulation benefits), enterprises for which party has given written consent or for which transfer is permitted for predominantly legitimate interests.

**7. Standard periods of limitation for deletion of data:**

The law specifies various storage obligations and periods. After expiry of such periods, the corresponding data is routinely deleted if no longer required for contract fulfilment. For example, commercial and financial data relating to past financial years are deleted in accordance with the legal provisions after a further 10 years unless other longer periods of safekeeping are specified or necessary for legitimate reasons. Shorter periods to deletion apply in specific areas (e.g. personnel admin of e.g. unsuccessful applications or warnings). Insofar as data are unaffected by the previous, data is deleted once the purposes specified in Section 5 above are no longer valid.

**8. Data transmission to third countries:**

Data transmissions to third countries only arise with the framework of contract fulfilment, necessary communications and other exceptions explicitly specified in BDSG (Federal German Data Protection Act).

Security Label GmbH  
Data protection officer