

	Quality Management System Directory of procedures		
	Version: 03	Last edit date: 12 December 2016	Last edited by: Rinecker

Directory of procedures (public)

In accordance with § 4g, paragraph 2 (2) of the German Federal Law on Data Protection (BDSG), the representative for data protection is required to make the information listed under points 1-8 available to anyone upon request, as stated in § 4e (1) of the BDSG.

(1) Name and address of responsible entity

Gibs geologen + ingenieure
GmbH & Co. KG
Deichslerstraße 25
90489 Nürnberg
Germany

(2) CEO of responsible entity

Dr. Heinrich Schoger, managing director

(3) Manger of data processing of responsible entity

Klaus Rentschler, IT Manager

(4) Determination of the purpose of collection, processing or use of data

Gibs geologen + ingenieure is an engineering company providing services in the area of environmental protection and environmental technology. The service spectrum comprises consultation and surveys/assessment, the planning of all service phases, expert monitoring, site management, and project management.

Goals include safety, quality and reliability as well as environment protection and cost-effectiveness, and profitability.

Data collection, data processing, and data use are required in support of the stated purposes.

(5) Description of the affected groups and the associated data or data categories

Insofar as required to fulfill the purposes described under item (4), collection, processing, and use primarily of personal data and data categories:

Customer data (address data, incl. phone, fax and email contact data, information, bank data)

Prospective customers/non-customers (address data, areas of interest, bidding data).

Job candidates (primarily CV-related data, e.g. education, professional training and qualifications, police records).

Employees, interns, retirees, former employees, and dependants; contract data, reference data, salary-related data (private and/or business address, function, salary payments, name and age of dependants, as well as social security data, income tax data, bank data, assets in the employee's care); data related to personnel management; timekeeping data, calendar management data, and communication data as well as data required for the execution and control of transactions and technical systems, and emergency contact data as specified by each employee.

Sales representatives/intermediaries/brokers/agencies (addresses, company and contract data; contact data).

Suppliers/service companies (address data, contact coordination data, bank data, contract data; calendar management, invoicing and service data); contact persons to previously described groups.

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(6) Recipients or categories of recipients to whom the data may be disclosed

Public authorities entitled to receive data on account of legal provisions (e.g. social insurance agencies, tax authorities, controlling authorities)

Internal departments involved in respective business processes (primarily: human resources, accounting, cost accounting, purchasing, marketing, general administration, sales, telecommunication and information systems) and insofar as required to fulfill the purposes stated under item (4).

External departments (customers, contractors, and service companies) within the scope of contracted data processing according to § 11 of the BDSG.

Other external departments, e.g. financial institutions (salary payments, companies insofar as authorized in writing by a respective employee or data transmission is permitted on account of overriding legitimate interest.

(7) Planned data transfer to third party states

Data transfer to third party states only to the extent required within the scope of contract fulfillment, required communication, and other exceptions explicitly stated in the BDSG.

Otherwise, no data are transmitted to third party states; data transfer is not planned.

(8) Time limits for the deletion of data

Once the period of storage stipulated by either legislation or regulatory authorities has expired, the relevant data will be routinely deleted. Should this not apply, the relevant data is deleted if the criteria stated under (4) are no longer valid.

(9) Internal data security officer

Michael Rinecker