



PUBLIC

Procedural Directory

As of: May 2018

With this publication, the data protection officer of trueprodigy GmbH makes the information contained in sections 4g and 4e BDSG available to everyone:

1. Responsible party

Name/title of the responsible party/parties trueprodigy GmbH	
Address	Neckarstraße 15
Postcode & municipality	41836 Hückelhoven
Telephone & fax numbers	+49 2433 52679 30/-55
Email address	info@trueprodigy.de
Online store/URL	https://trueprodigy.de/

2. Representative Office

2.1	Name/title of the responsible party/parties (including representative/s)	Management: Sofiane Taffar, Daoud Taffar
2.2	Person(s) responsible for data processing	E-Commerce Manager: Sven Heilmann

3. Details regarding the Data Protection Officer

Name(s)	trueprodigy GmbH, Sven Heilmann
Address	Neckarstraße 15
Postcode & municipality	41836 Hückelhoven
Telephone & fax numbers	+49 2433 52679 30/-55
Email address	sheilmann@trueprodigy.de
Online store/URL	https://trueprodigy.de/

4. Purposes of Data Collection, Processing & Use

Inventory logistics	Sales logistics (including the operation of online stores)	Accounting & financial reporting
Product advertising & marketing (with the consent, if necessary, of the concerned party/parties)	Acquisition of new customers & customer retention of the concerned party/parties)	Consultation on product selection
Administrative tasks	Statistic purposes	Human resource management

Communication & information management	Data security as set out in the annex, section 9 BDSG (e.g. authorisation & access control)	
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5. Concerned Parties

First and foremost, personal data is collected, processed and used for the following groups (natural persons) for the purposes mentioned under point 4:

Customers	Sales & coordination partner
Contact person for the aforementioned groups	Service providers & suppliers
Online store visitors (if necessary, with the consent of the concerned parties)	Employees of trueprodigy GmbH (including temporary staff, so-called 'mini-jobbers' and interns)

6. Data Categories & Information

First & last name	Gender
Date of birth	Communication & address data (for example, delivery or billing addresses)
Order, billing and delivery details	Product selection
Contractual data	Human resources management & controlling data
Data that customers impart on their own initiative	Identifying feature(s) of the user (if necessary, with the consent of the concerned parties)
Details regarding data protection control in accordance with section 31 BDSG (e.g. access & authorisation data and log-in data)	

7. Categories of Recipients to whom data may be communicated

External contractors (e.g. service providers) in accordance with section 11 BDSG (contracted data processing)	Internal departments involved in the execution of the respective business processes (e.g. accounting, marketing). All employees of trueprodigy GmbH who collect, process or use personal data are obliged to observe data secrecy in accordance with section 5 BDSG.
Public authorities that receive data due to legal compliance (e.g. tax authorities)	Various other external bodies such as banks & payment service providers in the context of a transmission of functions in accordance with section 28 BDSG (Federal Data Protection Act)

8. Time limits for the deletion of data

The legislation pertains to a wide range of retention obligations and periods. After the expiry of these time periods, the corresponding data is routinely deleted. Should data be unaffected by these periods, it will be deleted as soon as the purposes mentioned under point 4 cease to apply. If deletion is not possible, or only possible for technical or organisational reasons with a disproportionate amount of effort, your data will be cease to be used for further processing.

9. Adequate Level of Safety in accordance with section 9 BDSG

trueprodigy GmbH employs technical and organisational security measures to protect the data from being used for the accidental or intentional tampering, loss, destruction of said data, as well as to prevent the access of said data by unauthorised persons. Data access is only possible for authorised persons who have also been instructed and obliged to observe data secrecy in accordance with section 5 BDSG. Executives and employees of trueprodigy GmbH are trained in data protection and data security. The data protection officer reports directly to the management.