

Index of Procedures

Public Index of Procedures pursuant to the German Data Protection Act (BDSG)

Pursuant to section 4g German Data Protection Act (*Bundesdatenschutzgesetz*) (BDSG), upon request the data protection officer must make the information specified in section 4e BDSG available to anyone in a suitable way. We comply with this obligation immediately in the form of a public index of procedures.

1. Details of the responsible body

dtms GmbH
registered at Mainz local court,
with its registered office at Taunusstrasse 57, 55118 Mainz

Commercial register number Mainz HRB 45187
VAT no.: DE 295520161

Management:

Thomas Lang (CEO)
Markus Doetsch (CDO)

Head of data processing:

Markus Doetsch

2. Purpose of data collection, processing or use

The company's purpose is the management, marketing and operation for and of telephone-based and value added services, including automated payment methods and internet services in Germany and abroad, including the creation and offering of multimedia information services, as well as the provision of call centre services. As a result of this function, dtms GmbH collects, processes and uses personal data for the purpose of managing contracts and personnel matters (management of job applicant data, recruitment, personnel planning and personnel resource planning, payroll accounting, fulfilment of statutory obligations relating to social security legislation), financial accounting, liquidity protection, customer data management and customer contact management, as well as for invoicing.

3. Groups of people affected

To fulfil the purpose set out under Item 2, personal data is collected, processed and used regarding the following groups of people:

- Customers
- Interested parties
- Sales partners
- Suppliers
- Business partners
- Employees, interns, job applicants and former employees

4. Recipients or categories of recipients to which data is disclosed

- Public bodies, non-public bodies and service users if overriding legal requirements exist
- Internal departments involved in the fulfilment of the purposes specified under Item 2
- External contractors pursuant to section 11 BDSG for the execution of data processing on behalf of dtms GmbH

5. Normal time limit for deletion of data

Data will be deleted upon the expiry of the legal, statutory or contractual retention periods.

To the extent that data is not affected by these, it will be deleted when the purpose no longer applies.

6. Planned transfer of data to third countries

There is currently no transfer of data to third countries.

dtms GmbH
Data Protection Officer
Taunusstrasse 57
55118 Mainz