Obligation to provide information according to Art. 13 / 14 of the EU GDPR

Communication with customers, project management, invoicing

Information about the controller

Controller according to Art. 4 para. 7 EU-GDPR	UNITEC Informationssysteme GmbH Maria-Montessori-Allee 1063457 Hanau, Germany
Data Protection Officer	Birthe Glöß (Mail: datenschutz@unitec.de, Tel.: +49 8142 42050 20)

Purpose and legal basis

Purpose of processing	Communication with customers by phone, e-mail and other communication channels for project execution and invoicing
Legal basis for processing	Article 6(1b) – Treaty Art. 6 para. 1c – legal obligation (§257 HGB, §147 AO)
Origin of the data (Art. 14 relevant)	Collected from the data subject, contact person of the Clients, project members

Data categories, groups of persons concerned, recipients, international transfer

Data categories (Art. 14 relevant)	Last name, first name, contact details, address data, communication data, project data, billing data
Affected groups of people	Customers, project participants
Recipients of data (Art. 14 relevant):	Management, Assistance, Sales, Project Manager, Project Members
International transfer	As a rule, there is no transfer of data outside the EU. For online meetings, software products from US service providers may be used. Corresponding contractual regulations such as the EU standard contractual clauses exist with these service providers.

Additional information

Duration of storage	The storage expires as soon as the purpose for the storage ceases to apply and there is no statutory retention period against it.
Right to information, correction, deletion, restriction and data portability	You have the right to exercise your rights as a data subject vis-à-vis the controller at any time.
Right of objection/revocation	You can object to the processing of your data at any time or, if you give your consent, revoke it. Please send an e-mail to: info@unitec.de
Right to lodge a complaint with a supervisory authority	You have the right to lodge a complaint with a supervisory authority for data protection at any time.
Possible consequences of not providing the data.	Failure to provide it may result in us not being able to provide our service to you.
Existence of automated decision-making, including profiling pursuant to Art. 22 paras. 1, 4:	There is no automated decision-making or profiling.