

Data processing information sheet

The purpose of this notice is to inform you about the processing of your personal data by Doctra GmbH in accordance with the EU General Data Protection Regulation (GDPR) and the rights to which you are entitled under the new data protection law.

1. Person responsible for data processing

Doctra GmbH, Bretonischer Ring 18, D-85630 Grasbrunn
Managing Directors Tobias Müller, Ralph Wieland and Matthias Hils,
Phone : +49 89 9544119-20 Fax : +49 89 9544119-49
E-mail: kontakt@doctra.de

You can contact our data protection officer by post at the above address with the addition - Data Protection Officer - or by email at datenschutz@doctra.de

2. Purpose and legal basis of data processing

We process your personal data in compliance with the EU General Data Protection Regulation (GDPR), the German Federal Data Protection Act and all other relevant legal provisions.

We collect, store and use your personal data in accordance with the consent you have given us.

The legal basis for this processing of personal data is Art. 6 (1) a) GDPR

Irrespective of any consent given - we collect, store and use your personal data only for pre-contractual or contractual purposes.

The legal basis for this processing of personal data is Art. 6 (1) b) GDPR

We also process your data for the purpose of fulfilling legal obligations, e.g. retention obligations under commercial and tax law.

The legal basis for this processing of personal data is Art. 6 (1) c) GDPR in conjunction with the respective legal regulations.

3. Categories of recipients of the personal data

External service providers

We sometimes use external service providers for the purpose of contract fulfilment. These are in particular freelancers and subcontractors who support and assist us in the fulfilment of the contract due to their special expertise.

Strategic partners

We often offer our services in conjunction with our strategic partners (e.g. SAP, OpenText). Working with these partners to fulfil contracts may make it necessary to pass on your personal data to these partners.

Tax advisors

For the purpose of fulfilling our tax obligations with regard to accounting and tax returns, we pass on personal data to our tax advisors to the extent prescribed by law.

4. Duration of data storage

We delete your personal data as soon as it is no longer required for the above-mentioned purposes. In individual cases, we retain personal data for the period in which claims can be asserted against our company (statutory limitation period of 3 to 30 years).

Corresponding obligations to provide evidence and retain data also arise from the German Commercial Code and the German Fiscal Code, among others. The storage periods are up to 10 years.

5. Rights of data subjects

You can request information about the personal data stored about you using the contact details above. You have the right to withdraw your consent at any time. However, this may have disadvantages for you in the further processing of your request. In addition, you can request the correction or deletion of your data under certain conditions. You may also have the right to restrict the processing of your data and the right to receive the data you have provided in a structured, commonly used and machine-readable format.

6. Right of objection

You have the right to object to the processing of your personal data.

7. Right of appeal

You have the option of lodging a complaint with a data supervisory authority.

8. Data transfer to third countries

We do not transfer data to a third country outside the European Economic Area (EEA).

9. Subject to change

We reserve the right to revise and update this information as required.