

General information of the data subject about the collection of personal data as communication partner and contacts

Those responsible

DOCX Technische Dokumentation GmbH & Co. KG

Markgrafenstraße 3
D-33602 Bielefeld

Tel. +49 521 96720-30

Fax +49 521 96720-40

mail@docx.de

Legal representatives

- Oliver Harm
- Anne-Kathrin Goldstein

Information on data processing activities

Purposes of the processing activity

We process your personal data to answer your enquiries, provide information about our services or otherwise communicate with you via the usual channels of communication (e.g. e-mail, post, telephone, fax).

Legal basis of the data processing activity

The processing is required for the performance of a pre-contractual measure pursuant to Art. 6 Para. 1 lit. b DS-GVO or to safeguard our legitimate interests pursuant to Art. 6 para. 1 lit. f DS-GVO and no interests or fundamental rights and freedoms of the data subject prevail.

Categories of recipients

Internal recipients can be all employees entrusted with the activity. We also use service providers (including contract processors) to perform our tasks, such as tax consultants, IT service providers and hosting providers, and transmit data to authorities or courts within the framework of statutory obligations.

Data transfer to a third country

There is no planned transfer to third countries.

Additional information requirements

Storage period of personal data

Personal data are deleted as soon as their purpose has ceased to apply and there is no obligation to retain them. E-mails are classified in principle as tax-relevant document and stored according to the legal defaults in particular § 147 AO (10 years) and § 257 HGB (6 years).

Rights of the data subject

Personal data are deleted as soon as their purpose has ceased to apply and there is no obligation to retain them. E-mails are classified in principle as tax-relevant document and stored according to the legal defaults in particular § 147 AO (10 years) and § 257 HGB (6 years). As a natural person, you have the right to be informed (pursuant to Art. 15 DS-GVO) by the person responsible about the personal data concerning you, as well as the right to correction (Art. 16 DS-GVO), deletion (Art. 17 DS-GVO) and restriction of processing (Art. 18 para. 1 DS-GVO). You also have the right to object to the processing (Art. 21 DS-GVO) and the right to data transfer (Art. 20 DS-GVO).

If you wish to exercise your rights, please contact us via the communication channels mentioned above.

Translated with www.DeepL.com/Translator

Right of appeal

You have a right to appeal to the appropriate supervisory authority.

Obligation to provide personal data

You are not obliged to provide personal data.

Automated decision making

There is no automated decision making or profiling.