



Data Protection

Die modulare Software für das Veranstaltungs-,
Messe- und Kongressmanagement

Data Protection Statement

This Data Protection Statement clarifies users on the nature, scope and purpose for which data are collected and used. Your data are thereby collected and used strictly in compliance with the regulations of the EU General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679 of the European Parliament and Council dated 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (Data Protection Directive), the Federal Data Protection Act [Bundesdatenschutzgesetz (BDSG)] and the Telemedia Act [Telemediengesetz (TMG)]. The protection as well as the confidentiality of your data is of the utmost importance to infoteam GmbH Berlin. Therefore, we work strictly within legal boundaries and fundamentally do not transmit these data to third parties and then only with your explicit consent.

Contact our company:

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Contact our data protection officer:

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1 Principles relating to processing of personal data

We shall only process your personal data if you have provided us your consent or if legal regulations permit processing. Only such data shall be processed, which are required for rendering our services or for using our websites, or data you voluntarily communicate to us.

2 Definitions

2.1 Personal data

'Personal data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly.

2.2 Data subject

'Data subject' means any identified or identifiable natural person whose personal data are processed on behalf of the controller responsible for processing.

2.3 Processing

'Processing' means any operation or set of operations which is performed on personal data or on sets of personal data, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

2.4 Processor

'Processor' means a natural or legal person, public authority, agency or other body, which processes personal data on behalf of the controller.

2.5 Consent

'Consent' of the data subject means any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.

3 Processing your data

- We process your data, which you have, for example, communicated to us in conjunction with a query, in the respective required scope for the following purposes:
 - Making contact: to answer your queries (e.g. your email address and name);
 - Services: to administer (providing, invoicing, quality assurance) and handling a contractual relationship when using our services (e.g. your email address and name);
 - Supplier relationship: we process data for handling the contract (checking invoices, controlling quality).

We transfer your data, in accordance with relevant data protection regulations, only to carefully selected partner enterprises and service providers that are liable under contract. Furthermore, data are only transmitted to the extent that this is necessary to provide services offered, you have consented to this or this transmittal is prescribed or is admissible by law. Your data are neither sold to third parties nor otherwise marketed. Data is only transmitted to public institutions and authorities within the framework of legal regulations.

- The term of data storage is based on legal records retention obligations.
- We use cookies to build up and maintain the connection. A cookie is a short text snippet with information that is transmitted by your browser and stored on your computer. These cookies contain no personal data. You can also management the use of cookies in your browser and erase cookies yourself at any time. Cookies may be necessary to make connection with or to improve the use of this website. You can prevent cookies from being stored by making the respective settings in your browser software. However, please note that in this case you may not be able to use all of the functions of this website. Cookies used for technical reasons, and the data processing associated with this, are in our legitimate interest to comfortably use our website free of technical problems. Cookies used for technical reasons are as a rule automatically erased when you close your browser (session cookies) and in other cases, only after a certain period has elapsed (persistent cookies). Persistent cookies are stored for the period set in your browser default, which you can, for example, see in your browser

- Your personal data in connection with this website are partially processed by other processors, in particular the hosting of the website. These data are exclusively processed on the basis of a data processing contract pursuant to Article 28 (3) of the GDPR.

4 Collection and storage of personal data as well as the nature and purpose of their processing

4.1 When visiting our website

You can basically use our website without revealing your identity. When you open our website on your device, your browser automatically transmits information to our website server. This information is temporarily stored in a so-called logfile. With no action on your part the following information is thereby created and stored until it is automatically erased:

- IP address of the computer on which the query is made,
- date and time of access,
- name and URL of the file downloaded,
- website from which access was made (referrer URL),
- browser used and, if applicable, the operating system of your computer as well as of your access provider.

Data named are processed for the following purposes:

- for ensuring smooth connection to the website,
- for ensuring comfortable use of our website,
- for analysing system security and stability as well as
- for further administrative purposes.

Data processing is legally based on Article 6 (1) sentence 1 letter f of the GDPR. Our legitimate interest emanates from the purposes for collecting data listed above. In no case do we use data collected to make inferences on your person.

4.2 When using our email contact

For all types of questions we offer you the possibility to make contact with us through the email address named on our website. For this purpose it is necessary to provide a valid email address so that we know from whom the query originates in order to respond to it. Further information can be voluntarily given. It is your free will as to which data you enter in connection when making contact or no data at all.

Data processing for the purpose of making contact with us is in accordance with Article 6 (1) sentence 1 letter a of the GDPR on the basis of your voluntary consent given.

Personal data collected by us for the use of the contact form are automatically erased after we have satisfactorily answered the question you had posed.

5 Rights of the data subject

5.1 Right to confirmation

You have the right to request a confirmation on whether personal data related to you are processed.

5.2 Right to information

At any time free of charge you have the right to obtain from us information on personal data related to you that we store and a copy of this information. You moreover have the right to obtain the following information on:

- Purposes of processing,
- the categories of personal data processed,
- the recipients or categories of recipients to whom your personal data was or will be disclosed, in particular for recipients in third countries or international organisations and, if possible, the storage period planned, for which personal data are stored or, if this is not possible, the criteria for determining this period,
- the existence of the right to rectification or erasure of personal data related to you or to restriction of processing by us or the right to object to this processing,
- the existence of the right to lodge a complaint with a supervisory authority.

If personal data are not collected from you:

All information available on the origin of the data, the existence of automated individual decision-making, including profiling pursuant to Article 22 (1) & (4) of the GDPR and — at least in these cases — meaningful information about the logic involved as well as the impact and the effects strived for in such processing.

It is also your right to access information on whether personal data were transferred to a third country or an international organisation. If this is the case, you furthermore have the right to be informed of the appropriate safeguards relating to the transfer.

Should you wish to make use of this right to access information, you are welcome to contact the data protection officer at any time.

5.3 Right to rectification

You have the right to obtain without undue delay the rectification of inaccurate personal data concerning you. You furthermore have the right, taking into account the purposes of the processing, to have incomplete personal data completed, including by means of providing a supplementary statement.

Should you wish to make use of this right to rectification, you are welcome to contact the data protection officer for this at any time.

5.4 Right to erasure (right to be forgotten)

You have the right to obtain from us the erasure of personal data concerning you without undue delay where one of the following grounds applies and if they are not required for processing:

- the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed.
- you withdraw consent on which the processing is based according to Article 6 (1) letter a of the GDPR or Article 9 (2) letter a of the GDPR, and where there is no other legal ground for the processing.
- you object to the processing pursuant to Article 21 (1) of the GDPR and there are no overriding legitimate grounds for the processing, or you object to the processing pursuant to Article 21 (2) of the GDPR.
- your personal data have been unlawfully processed.
- the personal data have to be erased for compliance with a legal obligation in Union or Member State law to which we are subject.
- the personal data have been collected in relation to the offer of information society services referred to in Article 8 (1) of the GDPR.

If one or more of the reasons mentioned above apply and you would like to initiate the erasure of personal data that is stored by us, you are welcome to contact us or the data protection officer for this at any time.

Where we have made your personal data public and are obliged pursuant to Article 17 (1) of the GDPR to erase the personal data, as the responsible controller, taking account of available technology and the cost of implementation, we shall take reasonable steps, including technical measures, to inform controllers which are processing the personal data that the data subject has requested the erasure by such controllers of any links to, or copy or replication of, those personal data, if processing is not necessary.

5.5 Right to restriction of processing

You have the right to obtain from us restriction of processing where one of the following applies:

- The accuracy of the personal data is contested, for a period enabling us to verify the accuracy of the personal data.
- The processing is unlawful and you oppose the erasure of the personal data and request the restriction of their use instead.
- We no longer need the personal data for the purposes of the processing, but they are required by you for the establishment, exercise or defence of legal claims.
- You have objected to processing pursuant to Article 21 (1) of the GDPR pending the verification whether our legitimate grounds override yours.

If one of the prerequisites mentioned above is given and you would like to demand the restriction of personal data stored by infoteam, you are welcome to contact the data protection officer at any time.

5.6 Right to data portability

You shall have the right to receive the personal data concerning you, which you have provided to a controller, in a structured, commonly used and machine-readable format. You also have the right to transmit those data to another controller to which the personal data have been provided without hindrance from us, where the processing is based on consent pursuant to Article 6 (1) letter a of the GDPR or Article 9 (2) letter a of the GDPR or on a contract pursuant to Article 6 (1) letter b of the GDPR; and the processing is carried out by automated means. That right shall not apply to processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Furthermore, pursuant to Article 20 (1) of the GDPR, in exercising your right to data portability, you shall have the right to have the personal data transmitted directly from one controller to another, where technically feasible and shall not adversely affect the rights and freedoms of others.

Should you wish to make use of this right to portability, you are welcome to contact the data protection officer at any time.

5.7 Right to object

You shall have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you, which is based on Article 6 (1) letter e or f of the GDPR, including profiling based on those provisions.

We shall no longer process the personal data in case of objection unless we demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims.

Where personal data are processed for direct marketing purposes, you shall have the right to object at any time to processing of personal data concerning you for such marketing, which includes profiling to the extent that it is related to such direct marketing.

5.8 Right to withdraw data protection consent

At any time you have the right to withdraw consent to processing personal data.

5.9 Right to lodge a complaint with a supervisory authority

Without prejudice to any other administrative or judicial remedy, you shall have the right to lodge a complaint with a supervisory authority, if you consider that the processing of personal data relating to you infringes the GDPR. The supervisory authorities of the Member State of your habitual residence, place of work or place of the alleged infringement are responsible. The supervisory authority with which the complaint has been lodged shall inform the complainant on the progress and the outcome of the complaint including the possibility of a judicial remedy pursuant to Article 78 of the GDPR.

6 Lawfulness of data processing

Beside the legal grounds already named the following also applies: if we obtain consent for processing data this is lawful according to Art. 6 (1) letter a of the GDPR. Personal data necessary for the performance of a contract or to handle inquiries on services prior to concluding a contract are processed as defined in Article 6 (1) letter b of the GDPR. If we are subject to a legal obligation requiring the processing of personal data, for example to fulfil tax or social insurance legal obligations, the legal ground for processing is Article 6 (1) letter c of the GDPR.