

Inspiricon AG

Directory of Procedures

Public Directory of Procedures Pursuant to §4e of the German Federal Data Protection Act (Bundesdatenschutzgesetz)

1. Name and address of the data controller

Inspiricon AG
Otto-Lilienthal-Str. 36
71034 Böblingen
Germany

District Court Stuttgart
Commercial register number: HRB 748229

2a. Management Board

Claudio Volk

2b. Head of Data Processing

Claudio Volk

2c. Data Protection Officer

Thomas Fletschinger

3. Address of the data controller

Otto-Lilienthal-Str. 36
71034 Böblingen
Germany

Phone: +49 7031 7146600

Internet: <http://en.inspiricon.de/>

4. Purpose of the data collection, processing or use:

The object of the company is to provide consulting support for the SAP BW/BI software product.

As a company specializing in SAP BW/BI and as an official Service and Special Expertise Partner for SAP BW/BI, we deliver customized and professional consulting services, in-depth expertise in development and technology, and comprehensive services.

Personal data is collected, processed and used exclusively for the purpose stated above and pursuant to the provisions of the BDSG.

Video surveillance is used solely to collect evidence in cases of vandalism, breaking and entering or other criminal offenses.

5. Description of the affected groups of persons

Personal data or data categories belonging to the following groups of persons is collected, processed and used for the purposes stated above:

Customer data (in particular contact information such as phone, fax and email information, contact history, and other data necessary for the performance of the contract)

Prospect data (in particular contact information (see above) and other data necessary for the intended performance of the contract)

Employee data Employees include, in particular: employees, trainees, individuals who, due to their economic dependence are to be regarded as dependent contractors, applicants, former employees, and interns. Contract data and performance data is processed only insofar as this is necessary for any decisions regarding the commencement of an employment relationship or, after commencement of the employment relationship, for its performance or termination.

Examples: contract and payment data; human resource administration data; time sheet data and entry control data; scheduling management data; data related to corporate communications, the use of IT systems and the maintenance of logs as required by law, communications data and data on the execution and monitoring of transactions and technical systems; emergency contact data on individuals named by the employee who are to be contacted in case of emergency.

Supplier data: suppliers / service providers / intermediaries / brokers / agencies (in particular contact information such as phone, fax and email information, contact and order history and other data necessary for the performance of the contract)

6. Data recipients or categories of data recipients

Public authorities that are eligible to receive or request the data in compliance with legal requirements (e.g. fiscal authorities, social security agencies, supervisory authorities).

External parties (client and contractor) in the context of commissioned data processing pursuant to §11 BDSG.

Other external parties such as sales partners / banks / tax consultants / attorneys (insofar as this is necessary for the performance of the contract).

Internal processing, individuals / departments involved in the performance of the respective contract (in particular human resources, accounting, enterprise resource planning, purchasing, sales, telecommunications, and IT).

7. Data transfer to third countries

Data will only be transferred to third countries within the scope of existing contractual requirements, necessary communications and other exceptions explicitly mentioned in the German Federal Law on Data Protection. At present, there is no further transfer of data to third countries.

8. Data retention periods

There are various data retention obligations and periods prescribed by law. Once the retention period has expired, the respective data will be permanently deleted if it is no longer relevant to the performance of the contract.

Inspiricon AG

Data Protection Officer

Böblingen, July 1, 2017