

List of the data processing actions undertaken by bt bavaria TOOLS GmbH

Target: To meet the requirements of the General Data Protection Regulation
To identify data with a personal reference and how it is handled

1. Data for the handling of business processes

1.1. Customer data

The management of bt bavaria TOOLS GmbH has decided **not** to collect any personal data of customers or potential customers. Only the data required for the handling of transactions will be collected and saved in an IT system.

This represents a deliberate waiver of collection of personal data, which would enable a target group-specific approach as part of Customer Relationship Management.

If company management makes a different decision relating to this issue in the future, the requirements of the General Data Protection Regulation will be considered in advance and the consequences prescribed by law taken into account.

1.2. Supplier data

No personal data of suppliers is collected and saved for the handling of transactions. Before initiating a possible business relationship, solely data on the credit standing of the potential supplier will be obtained, together with references to check the suitability of said supplier. Data collected and saved in an IT system serves solely for the correct handling of transactions.

2. Employee data

2.1. Personal data of job applicants

When we advertise vacant positions, we receive job applications with personal data. Job applications are addressed either to the managing director of the limited liability company (GmbH) or to the employee responsible for the management of employee data for the recording of working hours and leave (see Item 2.2).

The latter undertakes a preselection of applicants and forwards suitable applicants to the managing director for further processing.

If job applicants are not selected, their job application documents are returned to them immediately. No copies or other records relating to rejected applicants are kept.

The job application documents of the selected applicants are placed in a personnel file by the managing director. The data required for salary accounting (bank account details, family status, number of children, religious affiliation) is included in personnel files and managed by the managing director alone.

Monthly salary accounts are handled by an external tax consultant, who enters into an obligation not to disclose the data supplied.

Under the German Tax Consultancy Act, the work of the tax consultant is performed for his or her client at his or her own responsibility and does not constitute contract processing. This also applies to wage and salary accounting, which the tax consultant performs at his or her own responsibility in accordance with the German Tax Consultancy Act.

If an employee leaves the company, his or her personnel files are kept for at least 10 years until all legal claims have expired.

To protect the personality rights of past employees, this data is kept by the managing director alone and in a way ensuring that no third parties have access to the same.

2.2. Employee data for recording of working hours, leave and medical certificates

We have a computer-aided time recording system which enters the times at which each employee starts and ends work, together with break times taken individually and prescribed by law. Leave periods applied for and approved using a form completed by hand are incorporated into the electronic time recording system.

All employees have a RFID chip, with which they record their times independently, using an input device. Employees can access their current time recording status at any time with the help of the input device.

In the same way as leave notices, medical certificates issued by physicians are handled and entered in the system solely by an employee assigned by company management.

This employee collects the leave reports and medical certificates and keeps them at a location to which only she has access. This employee has entered into a written undertaking not to disclose the data which she collects and keeps. At the beginning of every month, each employee is given a print-out of the previous month's time record by this employee personally, with a list of the days of leave already taken and still outstanding.