

Generally accessible list of procedures

We attach great importance to ensuring data protection – i.e. the protection of your personal rights. You can be assured that we treat your data responsibly and have taken the necessary technical and organisational steps to guarantee an extremely high level of protection for all stored data.

Pursuant to Section 4g of the German Data Protection Act (“BDSG”), the data protection officer is obliged to make (upon request) the items specified in Section 4g BDSG accessible to everyone in a suitable manner.

The following summary is intended to provide you with an overview of the essential information concerning TUI InfoTec GmbH.

Responsible body (Section 4e Sentence 1 Nos. 1-3 BDSG)

1. Name and address of responsible body

TUI InfoTec GmbH
Karl-Wiechert-Allee 4, 30625 Hannover
Registered office: Hanover
Court of registration: Amtsgericht Hannover (Hanover local court), registration no.: HRB 60673

2. Management Board

Heinz Kreuzer (Chairman)
Michael Ohm
Srikar Reddy

3. Head of data processing at the responsible body

Hans-Henning Purwins, Director

Information about automated data processing procedures (Section 4e Sentence 1 Nos. 4-8 BDSG)

4. Designated purpose of data collection, processing and use

Object of the company is the deployment and operation of information technology as well as the provision of consulting services, the development of software products, the purchase and sale of hard- and software products, the operation of computer centres and related infrastructure, as well as the performance of all business in that connection including the provision of services.

Based on the above, the principal object of the company is handling contracts with customers. Ancillary purposes are support or assisting functions for the management of human resources, suppliers and service providers and support for potential customers.

5. Description of the groups of persons involved

In undertaking the objects stated under the above 4., the following personal data / data categories are primarily collected, processed and used for the following groups:

- Customer management procedures:
Contact, address, offer, contract and payment data
- Support procedures for potential customers / non-customers:
Contact, address data, areas of interest, offer data

- Human resource management procedures:
 - Job applicants: application data, data on career history, vocational training and education, qualifications
 - Company employees, trainees and apprentices, interns, pensioners, former employees and dependent relatives: contract, master and accounting data, data for HR management and administration purposes; data on working hours; contact data for emergencies
- Supplier management procedures:
Suppliers / service providers: address, business, contract and payment data, accounting and performance data; contacts for the above groups.

6. Recipients or categories of recipients to whom data may be disclosed

- Public offices subject to higher-ranking statutory regulations, e.g. social security institutions, financial authorities, regulatory authorities
- Internal departments which are involved in performance of the business processes concerned. This refers primarily to: human resources management, bookkeeping, accounting, purchasing, marketing, general administration, sales, telecommunications and data processing departments.
- External contractors (service providers) pursuant to Section 11 BDSG.
- Further external bodies in performance of the purposes specified under the above 4., e.g. banks.

7. Standard periods for the deletion of data

The legislator has prescribed various obligations and periods for the storage of data. On expiry of these periods, the relevant data is routinely deleted unless still required for contractual purposes. Data which is not affected by the above is deleted when the purposes specified under the above 4 are no longer applicable.

8. Transmission of data to other countries

Data is transmitted to third countries only within the scope of performance of contract, any necessary communication or other exceptional cases which are explicitly specified in BDSG and EU law (EU Directive 95/46/EC). No data is otherwise transmitted to third countries nor are there plans for the transmission of such data.

TUI InfoTec GmbH
Data Protection Officer