

## Information on the processing of your data

In accordance with the protection principle of the data protection

The following information will give you an overview of how and for what purpose we collect and process your personal data in connection with the execution of our business transactions and will inform you about your rights under data protection law.

### 1. Name and address of the person responsible for the processing

Responsible for the processing of your personal data is

#### **JAM Software GmbH**

Am Wissenschaftspark 26

54296 Trier

Telefon: +49 (0)651-145653-0

Fax: +49 (0)651-145653-29

E-Mail: [info2@jam-software.com](mailto:info2@jam-software.com)

### 2. Persons concerned

The present data protection information applies to all natural persons who are customers, suppliers or business partners of JAM Software GmbH or employees of customers, suppliers or business partners who cooperate with JAM Software GmbH or contact us.

### 3. Categories of personal data

JAM Software GmbH collects, processes and uses the following personal data in connection with the execution of our business relations:

- **Identification data:** Name, name affixes if applicable
- **contact data:** Address, telephone numbers and e-mail addresses
- **Information on the business relationship and data for compliance with legal regulations:** Name of employer, contracts, documents (e.g. invoice)
- **Log and usage data** arising from the use of the website
- **Communication data (correspondence, e.g. by e-mail)**

Usually, your personal data is collected directly from you when you contact us or during the order process. In certain constellations, your personal data will be collected from other sources. This includes in particular product purchases through intermediaries and occasional inquiries of information, for example in the event of delay in payment.

## 4. Purposes of data processing

If necessary, we process your personal data exclusively in order to fulfil contractual and legal obligations. This includes:

- Processing of your inquiries
- Communication with you
- Correction of previously transmitted personal data due to changes in contact data
- Implementation of pre-contractual measures
- Implementation of the contractual relationship, including identification as customer and licensee, update notification by e-mail, implementation of support
- Documentation of the business relationship
- Invoicing and processing
- Handling of liability claims and assertion of any claims against you
- Advertising measures, in particular sending advertising and offer information (exclusively on our products and solutions) by e-mail
- Ensuring the security of our IT systems

Should we wish to process your personal data for a purpose not mentioned above, we will inform you in advance.

## 5. Legal basis for data processing

We process personal data in compliance with the provisions of the General Data Protection Regulation (DSGVO) and the Federal Data Protection Act (BDSG) as well as all other relevant laws (e.g. HGB, BGB, StGB or AO).

Below you will find a description of the legal basis on which we process your personal data. Please note that this information is only an example and does not constitute a complete or exhaustive list of possible legal bases for data processing.

### Performance of a contract with you (Art. 6 para. 1 letter b DSGVO)

The data processing is necessary for our business relationship with you.

### Exercise of rights or fulfilment of legal obligations

JAM Software GmbH is subject to a number of legal requirements. In order to comply with these requirements, we must process certain personal data, such as personal data, which we collect in the course of communicating with you. Your personal data will be processed in order to fulfil our legal obligations under Article 6 (1) (c) DSGVO.

## Protection of the legitimate interests of JAM Software GmbH or a third party (Art. 6 para. 1 letter f DSGVO)

We process some of your personal data to protect our legitimate interests. This is done based on Article 6 (1) (f) DSGVO. However, this only takes place if your interests as the party concerned do not take precedence over the interests of JAM Software GmbH in individual cases.

## Consent (Art. 6 para. 1 letter a DSGVO)

Apart from that, processing will only take place on the basis of your consent pursuant to Art. 6 (1) (a) DSGVO. If you have given us your consent to send us advertising or offer information by e-mail, you are entitled to revoke your consent at any time in order to end any further processing in this regard.

## 6. Recipients or categories of recipients of personal data

JAM Software GmbH ensures that your personal data is only accessible to a limited number of authorized and trustworthy persons (employees of JAM Software GmbH) who need to know this data in order to provide the processing purposes mentioned above.

For the purposes specified by us, service providers authorized by us who work for us by means of order data processing also receive personal data. These service providers are also subject to the legal obligation of secrecy within the meaning of § 203 StGB.

We will only transfer your personal data to third parties if this is legally permitted or you have given your consent. Under these conditions, recipients of personal data may be in particular:

- Tax Consultancy - Financial Accounting
- Delivery Services/Shipping
- Payment provider for payment processing
- Authorities (e.g. tax authorities, courts)
- Hosting provider (operation of the website)
- Data shredder

The processing of the data takes place in Germany or countries of the European Union. Should personal data that we collect or process about you be passed on to recipients outside the European Economic Area ("EEA"), we have taken appropriate measures to ensure the requirements of the General Data Protection Regulation, e.g. the conclusion of suitable EU muster contract clauses, Privacy Shield certifications (US), recognized codes of conduct or recognized certification mechanisms pursuant to Article 42 DSGVO.

## 7. Duration of storage

In principle, we store your personal data for as long as this is necessary for our business relationship. In addition, we are subject to various recording and storage obligations arising from regulatory regulations, the German Commercial Code (HGB), the German Criminal Code (StGB) and the German Fiscal Code (AO). The periods for safekeeping provided for there are up to 10 years beyond the end of the contractual relationship. Based on these legal requirements, we are obliged to store data furthermore, see Art. 6 (1) (c) and Art. 9 (1) (g) DSGVO.

According to §§ 195 ff. of the German Civil Code (BGB), the regular limitation period is 3 years, in special exceptional cases in which, for example, liability issues are open, however, a longer storage of your personal data may be necessary to preserve evidence (up to 30 years, § 197 BGB). The correspondingly limited further storage takes place on the basis of Art. 6(1) (f) DSGVO to safeguard our legitimate interests or Art. 9(1) (f) DSGVO to assert, exercise or defend legal claims.

## 8. Data integrity

JAM Software GmbH has taken technical and organizational measures, which are suitable to prevent the unauthorized or unlawful use of your personal data, the unauthorized or unlawful access to your personal data or loss, destruction, alteration or damage to your personal data, whether unintentional or unlawful. These measures provide a level of security that is in line with the rules and the nature of the personal data to be protected.

Our safety measures are continuously improved in accordance with the technological development.

## 9. Rights concerned

If you have any questions regarding the processing of your personal data, you can always contact us or our data protection officer:

Herr Rainer Faldey  
Datenschutzbeauftragter GDDcert. EU  
Im Handwerkerhof 1  
54338 Schweich

Email: [rainer.faldey@datenschutz-trier.com](mailto:rainer.faldey@datenschutz-trier.com)

According to the law, you are entitled to the following rights:

- the right to disclosure about data concerning you (Art. 15 DSGVO),
- the right to correct false data or, taking into account processing purposes, the right to complete incomplete data (Art. 16 DSGVO)

and, if certain reasons apply and the legal requirements are fulfilled,

- the right to delete your personal data (Art. 17 DSGVO),
- the right to restrict the processing of your personal data (Art. 18 DSGVO),
- the right to receive and transmit the personal data you have provided to us to another person responsible (Art. 20 DSGVO) and

- the right to revoke the processing of your personal data (Art. 7 para. 3 DSGVO and Art. 21). As a result, we will no longer be allowed to continue processing data based on your consent in the future.

Furthermore, in accordance with Art. 77 DSGVO, you have a right of appeal to the relevant supervisory authorities for data protection at any time:

The State Commissioner for Data Protection and Freedom of Information of Rheinland-Pfalz

Hintere Bleiche 34  
55116 Mainz

Phone: +49 (0)6131 208 24 49

Email: [poststelle@datenschutz.rlp.de](mailto:poststelle@datenschutz.rlp.de)

## 10. Up-to-dateness of the data protection information

The data protection declaration is currently valid and has been published on August 08, 2018.