

**Definitions**

AN The Contractor

AG The client

**1. Purpose of the contract / services provided in the context of the contract / scope, nature and purpose of the data processing**

The processing of the data serves to provide the contractual service with regard to the modules listed in the contract DS-GVO-SIMPLE-CLOUD (AG) .pdf.

**Module Out of Office**

Time Management. This includes options for managing your vacation and time account, for applying for and approving various types of absence, for attendance / absence and scheduling.

**Module Travel and More**

Travel planning and travel expenses. This includes options for managing travel expenses, billing and compensation. Planning and handling of travel

**Module Low Budget**

Invest / Purchase and Procurement. This includes person-specific procurement of work equipment (eg laptop, smartphone, car)

**2. Categories of victims who are regularly subject to order processing**

Applicants, employees and other employees of the client as well as the client himself.

**3. Categories of data that are regularly the subject of order processing (employee of the client)****Use of module Out of Office**

- Master data (eg personnel number, first name, last name, communication data, personal data, in particular within the framework of legal requirements)
- Data concerning working hours, time recording and holidays
- Information about work equipment and its assignment to the respective employees.

**Use module Travel and More (travel expenses)**

## DS-GVO-SIMPLE (Performance agreement)

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- Master data (eg personnel number, first name, last name, communication data, personal data, in particular within the framework of legal requirements)
- Business travel-related data (eg, absence period, purposes and destinations, nights spent, dates, travel expenses, and travel expenses).

### **Use Low Budget (Purchasing)**

- Master data (eg first name, last name, communication data, in particular within the framework of legal requirements)
- Inventory-related data (eg serial number laptop / smartphone).

### **Other modules**

- Master data (minimum set are first name, last name, e-mail address)
- Access and usage data concerning the software (eg access times, hash values of passwords, retrieved contents, device IDs, IP address).
- Support requests via Online Support

## **4. Categories of data that are regularly the subject of order processing (client himself)**

- Inventory data of the client (eg name, addresses).
- Contact information (eg e-mail, telephone numbers, fax, etc.).
- Contractual data concerning the contractual relationship with the client (eg performance obligations, terms, payment information and bank details, contact persons, communication traffic, customer history).
- Meta / communication data (eg Teamviewer Id).

## **5. Special data categories**

The AG is free to process special categories of data of its employees within the software (eg information on diseases, severe disability, exemption due to pregnancy, etc.).

## **6. Place of data processing**

The collection, processing and use of the data takes place exclusively in the Territory of the Federal Republic of Germany, in a member state of the European Union (EU) or in another Contracting State to the Agreement on the European Economic Area (EEA), exceptions to this shall be laid down in a separate agreement between the AG and the AN.