

PUBLIC PROCEDURE DIRECTORY

Procedure list according to the DS-GVO

Name and address of the data processing authorities:

One Hundred Berlin GmbH

Anklamer Str. 38

10115 Berlin 2. Hof | Aufgang 3 | 5. Etage

Purpose of data collection, processing or use

The main purpose of data collection, processing or use is the processing of customer orders. One Hundred Berlin GmbH offers the following areas:

- Post Production (Print & Film)
- CGI
- Digital Capture

For this purpose, the following data are collected in the respective projects

- Name of the contact person
- Complete company name
- Payment data
- Project data
- Corporate / organizational data for project implementation purposes
- Information about internal processes a secondary purpose is to support the organization of One Hundred Berlin GmbH

These include human resources management, supplier management procedures and stakeholder care procedures.

The following data is collected for supplier management

- Company Name
- Name of Contact Person
- Address Data / Email Address
- Service Offer
- Payment Data
- Contract Data
- License Data
- Picture Data (Hightail)

The following data is collected for personnel administration

- Employee Name
- Staff Position
- Social security relevant basic data
- Payment data
- Working hours, vacation periods, sick leave
- Data on further education
- Meeting minutes
- Employee performance reviews

Authenticity

Documentation of the source data and its origin (for all mandatory data, mainly for voluntary data)

Traceability

of the processing steps auditability defining clear responsibilities and responsibilities

Transparency

Complete, clear and always verifiable documentation of all essential data processing operations (for all mandatory data, mainly for voluntary data)

Standard Deadlines for the Deletion of the Data

The deletion of the data takes place after expiry of the statutory, statutory or contractual retention periods. If data is concerned, it will be deleted if these purposes are omitted.

Planned data transfer to third countries

We use the online server Hightail that has their hosting in the United States. Campaign Monitor, who are also hosted in the United States.

Used Software Accounting

- DATEV

Email Communication

- Apple Mail / Mail Services (1&1 Internet SE)
- Campaign Monitor (newsletter software for customers)

Office Software

- Microsoft Word
- Microsoft Excel
- Numbers (Apple)
- Finalcut (Apple)
- Adobe Photoshop (older Versions)
- Adobe Creative Cloud

Website Hosting

- via foliodrop.de

CRM & Rechnungslegung

- Revolver
- Microsoft Office