

Public Procedures Directory

In accordance with § 4g BDSG every company that collects, stores, processes or uses personal data must produce a summary of the processing of the personal data and make this publically available with the information determined in § 4e BDSG. The following procedures directory contains the required summary of the processing of personal data and allows a first overview of which data was processed for which purposes. The right to information in accordance to § 34 of the federal data protection law is not affected.

1

Name of the responsible office

LEGS

– LEG Service GmbH

2

Owner, head of the company

Management

Rita Gindorf-Wagner, Thomas Schuck, Bernd Therre

Chairman of the board

State Secretary Jürgen Barke

3

Authorised head of data processing

Andreas Storb, Head of the Department

Organisation & IT

4

Address of the responsible office

Balthasar-Goldstein-Strasse 31

66131 Saarbrücken

+49 6893 98996605

Intended purpose of the data

- Collection, storage, processing or use

LEGS provides services in the sectors of organisation, personnel, accounting and IT for its partners. Personal data is collected, stored, processed and used:

Applicant data:

Selection of applicants to justify employment conditions

Personnel data:

Administration and management of personnel data for the execution of the employment, to calculate wages and salary

Customer data:

Creditor and debtor data, data of tenants and those interested in relocating or purchasing

6

Affected group(s) of personnel

Employees, applicants, interested parties, suppliers, service providers, contact persons for companies, authorities and other offices where contacts are upheld.

7

Data or data categories

Employee data:

Contract data, master and address data, wage and salary data, invoicing data, social data, bank data, service data

Status: April 2016

Customer data:

Contract data, address data, order and turnover data, invoicing data, complaint data, logistics data, financial data

8

Recipient of data or categories of recipients

Financial authorities, social insurance agencies, banks, accounting, call centre (WOGÉ)

9

Time limits for deleting data

Different statutory time limits are valid for storage

Thus tax-relevant data must usually be stored for 10 years, other data in accordance with commercial regulations, usually for 6 years. Where there is no statutory time limit the data is deleted or destroyed if it is no longer necessary for the achievement of company purposes.

10

Planned transfer to third countries

No such transfer is planned.