

# INFORMATION OBLIGATIONS IN COLLECTING DATA FROM THE DATA SUBJECT ART. 13 GDPR



## 1. Name of the processing activity

Data protection information in connection with our contact form

## 2. Name and contact details of the controller

The data collection controller is:

TTR Group GmbH

Dreieichstrasse 59

60594 Frankfurt am Main, Germany

Phone: +49 69 96246 0

E-Mail: [datenschutz@ttr-group.de](mailto:datenschutz@ttr-group.de)

Website: [www.ttr-group.de](http://www.ttr-group.de)

## 3. Contact details of the data protection officer

a.s.k. Datenschutz e.K.

Schulstrasse 16a

91245 Simmelsdorf, Germany

Phone: +49 9155 26399 70

E-Mail: [extdsb@ask-datenschutz.de](mailto:extdsb@ask-datenschutz.de)

Website: [www.ask-datenschutz.de](http://www.ask-datenschutz.de)

## 4. Purposes and legal bases of processing

### 4a) Purposes of processing

We process the data you send us in connection with your contact request in order to handle your case, and use them to communicate with you.

### 4b) Legal bases of processing

The legal basis for processing your personal data is Art. 5 para 1(b) GDPR.

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

When your contact request is received, your data are viewed by the marketing managers. They are then forwarded internally to department managers according to the subject of your request. Within the company, in principle only people who need your data for answering your contact request have access to them.

## **6. Transfer of personal data to a third country**

Your data are not transferred to a third country. Your data are processed exclusively within our company.

## **7. Duration of storage of personal data**

We delete the data regarding your requests when they are no longer required. We review the requirement every two years; requests from customers who have a customer account are stored permanently and the account details provide information about deletion. In the case of statutory archiving obligations, we delete the data when these expire (6 years under commercial law and 10 years under tax law).

## **8. Data subject rights**

Under the General Data Protection Regulation, you have the following rights:

If your personal data are processed, you have the right to obtain information about the data stored on you (Art. 15 GDPR).

If incorrect personal data are processed, you have a right to correction (Art. 16 GDPR).

If allowed by law, you can request deletion of data or limitation of the processing and object to the processing (Articles 17, 18 and 21 GDPR).

If you have consented to the data processing or a data processing contract exists and the processing is done by automated means, you may have a right to data portability (Art. 20 GDPR).

If you exercise these rights, the organization checks whether the legal requirements for this are met.

Furthermore, there is a right of lodge a complaint with the competent state officer for data protection:

Der Hessische Datenschutzbeauftragte

Gustav-Stresemann-Ring 1

65189 Wiesbaden, Germany

Phone: +49 611 1408 0

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

Website: [www.datenschutz.hessen.de](http://www.datenschutz.hessen.de)