

1 General

Since May 25th, 2018, the EU-General Data Protection Regulation (GDPR) has been in effect. It simplifies the rules for the processing of personal data by private companies and public agencies. The object of the regulation is to protect personal data within the European Union (EU).

This informational sheet serves to notify you as a business owner of the data that we collect in the course of our cooperation and provide you with information about the collection, storage and use of this data.

Personal data in the sense of this data protection notification means all information that evinces any reference to your person. This especially applies to contract data that we must collect by dint of law or by force of contractual agreement (c.f. terms of contract). This impacts mainly the disclosures about the business owner's identity mentioned under Point 3, information about his vehicles and about the person of any vicarious agent (e.g. the driver in charge). You as the contracting partner are obligated to notify your vicarious agents concerning the storage and use of their personal data.

2 Responsible Office

Responsible for processing your personal data is the inTime Express Logistik GmbH, Am Kirchhorster See 1, 30916 Isernhagen, Telephone: +49 5136 9757-0, Fax: +49 5136 9757-149, E-Mail: intime@intime.de.

3 Data Collected

The transport sector in Europe is regulated by a multitude of national and international or rather European laws which obligate us as contractor and principal to collect certain data. Along with this, the collection, processing, storage and in some cases sharing of certain data is absolutely indispensable for the smooth organisation of direct and express-transports.

The data collected and processed concerning you and your vicarious agents especially includes the following data categories:

- The name of your company, address data and contact information
- Contact person in the company
- Contract master data
- Billing and payment data
- Language skills, training and qualifications data
- Vehicle data
- Information about driver's licenses
- Insurance data
- Communication and location data
- Voluntary disclosures

4 Purposes of Processing, Legal Foundations and Recipients

We collect, store and if necessary forward the personal data and documents enumerated under Point 3 for the following purposes:

inTime Express Logistik GmbH or contractors commissioned by us will process your personal data for compliance with legal requirements on the basis of Art. 6 Para. 1 S. 1 lit c GDPR or for fulfilling the contracts concluded with us (see terms of contract) on the basis of Art. 6 Para. 1 S. 1 lit. b GDPR.

Furthermore, your personal data can also be processed for justifiable purposes according to Art. 6 Para. 1 S. 1 lit. f GDPR. The justified interests lie especially in optimising our processes; here appropriate consideration will be shown for your interests, basic rights and liberties.

To the extent that we obtain your expressed consent for certain processing procedures, Art. 6 Para. 1 lit. a GDPR serves as the legal basis for the processing of your personal data.

5 Sharing Data

When we share personal data, it is shared with a contracted service provider which supports us in fulfilling the purposes named above. These companies may only use your personal data as so-called contracted processors for the fulfilment of their work done on commission for us and are obligated to comply with the applicable provisions of law governing data protection.

Furthermore, we share some of your personal data with our customers in the framework of executing transports.

Finally, we can also be forced on the basis of provisions of law to make your data available to data protection authorities as well as other state organisations.

6 Site of Data Processing

Your stored personal data will be processed in states within the European Economic Area (EEA).

7 Duration of Storage and Deletion of your Data

We delete your personal data, as soon as it is no longer needed for the aforementioned purposes. Once our cooperation ends, the data will continue to be stored as long as we are legally obligated to store it. This occurs regularly through legally mandated obligations of documentation and retention for billing-related data. The storage periods can according to these provisions be up to ten years or in some cases even longer. Additionally, it is possible that your personal data will be stored as long as it is possible to bring warranty and other claims against us.

8 Your Rights

According to the relevant provisions of law governing data protection, you, as the person affected, especially have the following rights:

8.1 Disclosure, Correction, Deletion, Restriction of Processing.

We will be glad to notify you if and which of your personal data we are storing and with whom we may have shared them. To the extent allowed under provisions of law, you can assert the following rights: Correction, deletion and restriction of processing (blocking for certain purposes).

8.2 Right to Data Transferability

You can demand issue of the personal data you provided yourself in a structured, conventional, machine-readable format in order to transfer them to a third party yourself or – if technically feasible – have us send them to a third party.

8.3 Right to Object

You have the right, should reasons justifying this that are applicable to your particular situation arise, to file an objection to the processing of your personal data. Most specifically, you have the right to object to its being shared for advertising purposes.

8.4 Right to Revoke

To the extent that you have issued us a separate consent to the processing of your personal data, you can revoke it at any time. The legality of the data processing performed prior to the point of revoking consent will remain unchanged.

8.5 Rights in the case of Automated Decisions on Individual Cases

To the extent that we, in exceptional cases, make automated decisions on individual cases - including profiling - we are obligated under provisions of law to take precaution so that you can influence the decision.

8.6 Right to File a Complaint

You have the right to appeal to the responsible supervisory authorities in cases of questions or complaints. You can exercise this right with a supervisory authority in the member state of your habitual domicile, your workplace or the site of the alleged violation.

The supervisory authority responsible for the main office of our company is the State Officer for Data Protection in Lower Saxony, Prinzenstraße 5, 30159 Hannover (www.lfd.niedersachsen.de).

9 Contact Data

If you have questions or comments concerning data protection at inTime Express Logistik GmbH (for example on disclosure or updating of your personal data), please contact us using the key word "Data Protection":

Data Coordination Office inTime Express Logistik GmbH:
Quality Management

inTime Express Logistik GmbH, Am Kirchhorster See 1, 30916 Isernhagen, Telephone: + 49 5136 9757-697, Fax: +49 5136 9757-902.

You can reach our data protection officer as follows: dataprotection@intime.de