

OX APP SUITE CLOUD - DATA PROCESSING OVERVIEW

1. Type and Scope of Data Processing

Name Procedure/System/Process	Data Categories	Purpose of Data Processing
Destructions of files and data media	any possible personal data	comply with legal or contractual obligations regarding data deletion
Firewall	IP addresses, usernames	access management referring to IUK technology and corporate network
Groupware (E-Mail-System/ electronic calendar and directory)	name, address, email, phone number or any other information relating to an identified or identifiable natural person	support of customers and business partners regarding their contractual obligations; shipping of goods/provision of services, customer care, application management, communication via electronic media, contacting employees, documentation of appointments, management of internal and external contact information, appointments and documents
Backups and filing	name, address, email, phone number or any other information relating to an identified or identifiable natural person	storage of data in case of an error, auditability
Encrypted and access-protected connection to corporate network (VPN)	IP addresses, usernames	access management referring to IUK technology and corporate network, management of authorizations
Communication Tool	email (employee & customer), name (employee & customer), IP address (employee & customer)	internal storage and distribution of information; Know-How Management
Ticketing system	name (employee & customer), email address (employee & customer), IP address (employee & customer)	capture of external requests and request of internal support, logging of data regarding any failure and administration of its correction
Project management	email (employee & customer), name (employee & customer), IP address (employee & customer)	project planning, administration of tasks, steering
Email Security	any information relating to an identified or identifiable natural person	Transport of all incoming and outgoing emails. Filtering for Viruses, SPAM and malware
Email Transport	any information relating to an identified or identifiable natural person	Accepting incoming emails from internet email servers and forwarding them to internal systems, or vice versa.
Email Servers	any information relating to an identified or identifiable natural person	Accepting internal emails from incoming MTAs and storing them in the storage system. Providing users access to the emails via POP3 or IMAP protocol
Groupware Servers	any information relating to an identified or identifiable natural person	Providing users access to emails via webfrontend. Providing users access to calendar, address book, tasks, stored files. Allowing users to edit documents via webfrontend
Database Servers	any information relating to an identified or identifiable natural person	Storing user login data. Storing all non-email data: calendars, contacts, tasks, file meta-data.
Directory Servers	authentication data, email addresses	Storing user login data and mailrouting information
Storage Servers	any information relating to an identified or identifiable natural person	Storing email data
Logging Servers	email addresses, IP addresses, login name	Monitoring and analysis

2. Type of Service

<input type="checkbox"/>	Outsourcing / partial outsourcing of a business process or (customer care, sales, accounting, development, collection etc.)	<input checked="" type="checkbox"/>	Hosting (data, applications, systems, components)
<input checked="" type="checkbox"/>	Operating (application, system, components)	<input checked="" type="checkbox"/>	Maintenance (application, system, components)
	Support (application, system, components)	<input type="checkbox"/>	Others (please specify):

3. Place/ Location of Data Storage

<input checked="" type="checkbox"/>	German Federal Republic	<input type="checkbox"/>	Other Country within EU or EEA; if so, please specify
<input checked="" type="checkbox"/>	USA	<input type="checkbox"/>	No data storage by processor or subcontractor
<input type="checkbox"/>	Third Country; if so, please specify:		

4. Place/ Location of Data Access

<input checked="" type="checkbox"/>	German Federal Republic	<input checked="" type="checkbox"/>	Other Country within EU or EEA; if so, please specify: Finland, France, Spain, Italy
<input checked="" type="checkbox"/>	USA	<input checked="" type="checkbox"/>	Third Country; if so, please specify: Japan

5. Subcontractors - Location and Role

No.	Role	Location/ Country
1.	Migration Services	Germany
2.	Software Development & Support	Germany
3.	Software Development & Support	Germany
4.	Professional Services & Software Development	Germany
5.	Anti-Spam/Anti-Virus	France
6.	IaaS platform	Germany
7.	Storage platform	France
8.	Support and Professional Services	Italy
9.	Support and Professional Services	France
10.	Support and Professional Services	Spain
11.	Parent Company	Germany
12.	Support and Professional Services	USA
13.	Mail Server	Finland
14.	Support and Professional Services	Japan

5. Categories of Data Subjects

<input checked="" type="checkbox"/>	Customers (resp. their persons in charge)	<input type="checkbox"/>	Employees, Freelance Workers
<input type="checkbox"/>	Potential Customers, Prospects	<input type="checkbox"/>	Applicants
<input type="checkbox"/>	Suppliers (resp. their persons in charge)	<input checked="" type="checkbox"/>	End Users; End Customers
<input type="checkbox"/>	Visitors		

6. Categories of Data

<input checked="" type="checkbox"/>	Master Data – means data required to establish, accomplish or - if necessary – terminate a contractual relationship, (e.g.: name, customer ID, contract numbers, information regarding products, tariffs, invoices etc.)	<input checked="" type="checkbox"/>	Traffic Data (excl. Geodata) – means information necessarily incurred while initiation, maintenance or transaction of a communication process such as IP-address, device identifier, log-files etc.
<input checked="" type="checkbox"/>	Contact Information – e.g. postal address, email-address, phone number, messenger Ids etc.	<input checked="" type="checkbox"/>	Device Data (excl. Geodata) – means e.g. information read by mobile Apps; log-files; system status; user settings, browser information etc.
<input checked="" type="checkbox"/>	Banking Information – e.g. account number, IBAN/BIC, credit card information etc.	<input checked="" type="checkbox"/>	User Data – means information regarding type, extent, duration or date of usage
<input checked="" type="checkbox"/>	Communication Information – e.g. email content, messenger content etc.	<input checked="" type="checkbox"/>	User Generated Content – means content such as documents, pictures, soundfiles, email text content etc. made by data subjects on purpose
<input checked="" type="checkbox"/>	Geodata – e.g. from network communication, GPS, IP-Locating, etc.	<input checked="" type="checkbox"/>	User-Account-Information – e.g: username, password, private settings etc.
<input type="checkbox"/>	Others (Please specify):		

7. Special Categories of Personal Data*

<input checked="" type="checkbox"/>	Data revealing Racial or Ethnic Origin	<input checked="" type="checkbox"/>	Data revealing Political Opinions
<input checked="" type="checkbox"/>	Data revealing Religious or Philosophical Beliefs	<input checked="" type="checkbox"/>	Data revealing Trade Union Membership
<input checked="" type="checkbox"/>	Genetic Data	<input checked="" type="checkbox"/>	Biometric Data
<input checked="" type="checkbox"/>	Data concerning Health	<input checked="" type="checkbox"/>	Data concerning Sex Life and Sexual Orientation

*OX does not actively process these data categories. These data categories are provided solely by the end users themselves within their emails or other applications within OXaaS. All emails are encrypted at rest.

