

Public code of procedures, LANCOM Systems GmbH
located in Aachen, Germany

1. Name of the responsible entity

LANCOM Systems GmbH

2. Owner

Managing Director
Ralf Koenzen

3. Address of the responsible entity

Adenauerstr. 20/B2
52146 Würselen, Germany

4. Purpose of data collection, processing or utilization

As the leading German manufacturer of reliable communications solutions for large, mid-sized and small enterprises, authorities and institutions, LANCOM Systems offers products and software for IP-based VPN, Voice over IP and wireless networks, in addition to support and services. The collection, processing and utilization of personal data is carried out in order to satisfy statutory requirements or to fulfill the purposes named above.

5. Description of the group of persons involved and the related data or data categories

Data from customers, prospective buyers, suppliers, consultants and others required for fulfilling the purposes named under item 4. Furthermore and relating to human resources: Data from employees and job candidates.

6. Recipients, or categories of recipients of data

Public authorities who receive data in compliance with statutory requirements, external subcontractors according to §11 of the German Data Protection Act (BDSG), and external entities and internal company departments fulfilling the objectives mentioned in section 5.

7. Statutory deadlines for the deletion of data

Statutory requirements for the retention of data are met in full. Legislators have decreed numerous data retention requirements and periods, which essentially specify a retention period of 10 years or less. Variations on this may arise due to statutory or contractual retention periods. On expiry of these deadlines the corresponding data is routinely deleted unless it is needed to fulfill a contract. If data is not affected by this, it will be deleted when the objectives mentioned in section 5 are no longer valid.

8. Planned transfer of data to third countries

Data transfer to third countries is only relevant in the context of contract fulfillment, a quasi-contractual trust-based relationship, or for the consultation of or service provision to the party concerned.

9. Technical and organizational measures according to §9 of the German Data Protection Act (BDSG)

LANCOM Systems GmbH applies all of the technical and organizational measures outlined by §9 of the German Data Protection Act (BDSG) to ensure the privacy of all stored personal data and information.

10. Data privacy officer

Udo Stahl, M.Tech
Ing.-Büro USTA-IT