



Enterprise Architecture  
Office and Consulting

## Information on Data Protection Art. 13 and 14 GDPR for Clients and Prospects

*Version 1.3 – September 1st 2024*



## Process-specific information

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<b>Name and contact details of the controller</b>	<p>Scape Consulting GmbH Neue Mainzer Str. 46-50 D-60311 Frankfurt am Main Germany</p> <p>Phone +49. 69. 24 75 29 18 1 Fax +49. 69. 24 75 29 18 9</p> <p>contact@scape-consulting.com www.scape-consulting.com</p>
<b>Contact details of the data protection officer</b>	A data protection officer is legally not required.
<b>Categories of personal data</b>	E-mail address, salutation, surname, first name, title, organization, activity / function, department, address, telephone number
<b>Other sources, that directly collect personal data from the client</b>	As far as we have not collected the data directly from you or received it from you, the data originates from social media platforms, call center service providers, recommendations of third parties.
<b>The purposes of the processing</b>	<ul style="list-style-type: none"><li>▪ Promotion of the sale of services of Scape Consulting GmbH as well as provision and billing of services to customers, answering / processing of a contact request of the interested party / customer</li><li>▪ Sending a company newsletter (e.g. information about our services, events, etc.)</li><li>▪ Contract execution when booking training courses (including confirmation of registration, invoicing, accounting, etc.)</li></ul>
<b>Legal basis for processing and - insofar as processing is based on Art. 6 para. 1 lit f) GDPR - the justified interests</b>	<ul style="list-style-type: none"><li>▪ Art. 6 para. 1 lit a) GDPR for sending the newsletter to new customers</li><li>▪ Art. 6 para. 1 lit. b) 2nd old. GDPR, for the implementation of pre-contractual measures at the request of data subject</li><li>▪ Art. 6 para. 1 lit. b) 1st old. GDPR, for the implementation of contractual measures (e.g. training, seminars) with the data subject</li><li>▪ Art. 6 para. 1 lit c) GDPR, compliance with objective legal obligations, in particular statutory retention periods</li><li>▪ Art. 6 para. 1 lit. f) GDPR, for existing customers, to preserve the legitimate interests of the responsible person in informing the customer about new products via newsletter dispatch</li></ul>

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	<ul style="list-style-type: none"> <li>▪ Transfer to third parties in third countries: Art. 6 para. 1 lit. f) DSGVO, insofar as the cloud based office provider transfers the applicant data to the USA, the transfer takes place in order to safeguard the legitimate interest in the most efficient, organizationally flexible processing of the client service process by using a cloud based office solution.</li> </ul>
<b>The recipients or categories of recipients of the personal data</b>	<ul style="list-style-type: none"> <li>▪ Website provider</li> <li>▪ Cloud provider</li> <li>▪ Tax office / tax administration software provider</li> <li>▪ Law firms</li> <li>▪ Business center</li> <li>▪ Social media platforms</li> <li>▪ Personnel service provider</li> </ul>
<b>Transfers to a third country, including measures to ensure an adequate level of data protection at the recipient (including the possibility of information)</b>	Personal data may also be transferred to the USA with a cloud-based office solution. In this case, the transfer is based on a processing agreement and the conclusion of the EU standard contractual clauses.
<b>Period for which the personal data is stored</b>	Customer data will be deleted at the end of the 10th calendar year after conclusion of the contract. The data for the newsletter consent will be deleted immediately after revocation of the consent.

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## Necessity of data collection

The provision of personal data is neither required by law nor by contract, but is necessary to inform the customer, to execute the contract and to comply with legal obligations. Without this data, it is not reasonable possible to inform the customer, to execute the contract and to comply with legal obligations.

## Consent

You have the right to withdraw your consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

## Right of objection, Art. 21 GDPR

The data subject has the right to object, on grounds relating to the data subject's particular situation, at any time, when the processing is based on Art. 6 para. 1 lit. f) GDPR.

The data controller will then no longer process the personal data of the data subject unless the data controller can provide compelling reasons for the processing which are worthy of protection and which outweigh the interests, rights and freedoms of the data subject or the processing serves to assert, exercise or defend legal claims.

**The data subject may at any time object to the processing of the data for the purpose of direct marketing. In the event of an objection, the data controller shall refrain from any further processing of the data for the purpose of direct marketing. The objection shall not affect the lawfulness of processing before the statement of objection.**

## Rights of the data subject

The data subject has the following rights and claims against the controller:

- the right of access (Art. 15 GDPR)
- the right to rectification (Art. 16 GDPR)
- the right to erasure (Art. 17 GDPR)
- the right to restriction of processing (Art. 18 GDPR)
- the right to data portability (Art. 20 GDPR)

## Right to lodge a complaint with a supervisory authority

Without prejudice to any other administrative or judicial remedy, every data subject shall have the right to lodge a complaint with a supervisory authority, in particular in the Member State of his or her habitual residence, place of work or place of the alleged infringement if the data subject considers that the processing of personal data relating to him or her infringes this Regulation.

The supervisory authority with which the complaint has been lodged shall inform the complainant on the progress and the outcome of the complaint including the possibility of a judicial remedy pursuant to Art. 78 GDPR.

The data protection supervisory authority responsible for the controller is:

**Der Hessische Beauftragte für Datenschutz und Informationsfreiheit (the data protection officer of Hessen)**

Postfach 3163  
D-65021 Wiesbaden  
Deutschland

Online complaint form:  
<https://datenschutz.hessen.de/service/beschwerde>

You are also welcome to contact us first.

**Scape Consulting GmbH**

