

Records of processing activities according to §30 of GDPR

Responsible for this record:		Hado Brockmeyer 602/F, Luo Xiu Lu, House No. 1 Minhang District Shanghai China Phone: +86 (185) 1600 2784 Mail: info@certo-auctore.com			Data Officer:		Not applicable	
Department	Software System	Categories of personal data	Purpose of processing	Category of data subjects	Categories of recipients	Transfer to third countries	Safeguards to 3rd party countries	Security measures
Marketing	Tunderbird, Excel, Word, Powerpoint, where appropriate messenger services like WeChat or WhatsApp	Company Name, Name, Adress, phone number, e-mail address, Messenger-ID	Initial business contact, customer relationship management	Company Name, Name, Adress, phone number, e-mail address, Messenger-ID	GM, Customer Relationship Manager	China	Secure e-mail measurements, contracts with suppliers, storage of data in data vault, back-up at external harddrive, hard drive stored in company vault	Secure e-mail measurements, contracts with suppliers, storage of data in data vault, back-up at external harddrive, hard drive stored in company vault
Bookkeeping			Bookkeeping		bookeeping, CPA, Tax authorities	China, Hong Kong		
Production		Company Name, Name, Adress, phone number, e-mail address, Messenger-ID, Tax-ID	Producing and transport of goods, creating documents for transportation and related civil services (tax, customs)	Company Name, Name, Adress, phone number, e-mail address, Messenger-ID, Tax-ID	Supplier, Tax authorities, customs	China, Hong Kong, Vietnam, Malaysia, Thailand		
Transportation								
Department	Location of server	Server operated by	Legal basis	Data Processing Agreement in place	Subprocessors: name, contact, location of server, legal basis		Legal justification of data transfer	
Marketing	Strassbourg	heinprojects e.K. Segeberger Chaussee 169 22851 Norderstedt	GDPR, Contracts	Yes	Acceptance of Policy Agreement, Contract with clients, individual contracts with suppliers		Acceptance of Policy Agreement, Contract with clients, individual contracts with suppliers	
Bookkeeping								
Production								
Transportation								
Department	Privacy Impact Assesment:		Required	Executed				
Marketing			pls ask the responsible person for the seperated documentation					
Bookkeeping								
Production								
Transportation								