

## SELF-MONITORING BY THE COMPANIES DATA- PROTECTION OFFICER

The data protection officer of your company supports the corporate management in complying with all data protection rules in business operations. He is authorized and obliged to monitor the legality of each phase of the procedures dealing with personal data, in specific cases, this will be carried out in advance. The data protection officer must possess the requisite technical qualification and is deemed trustworthy. Directly reporting to the management and professionally independent, he has sufficient time and professional resources. He is granted insight in all EDP procedures processing personal data. He is subject to discretion and may contact the data privacy authority in cases of doubt.

- The most important monitoring is self-monitoring by the person concerned:
- By exercising his rights, the person concerned executes the monitoring directly and may use self- or remote monitoring.
- For this, he needs to know which data is used for what by whom

In cases of doubt, especially when supervisory orders seem to be in direct contradiction with the data protection regulations or even with personal questions, each employee has the right to freely contact the data protection officer.



To the [b4value.net](https://www.b4value.net)  
privacy policy



### Data Protection Officer

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## Basic Information for employees

EU General Data Protection Regulation  
(EU) 2016/679 (GDPR)

## GENERAL INFORMATION

Data privacy is based on the consideration that people are not harmed only by the misuse of their data, but also during proper use their civil rights and liberties may be affected if you don't know who has which data, what did they do with them and to whom are they being passed on. Therefore, the collection, storage, analysis, modification, distribution and deletion of personal data has been regulated by privacy laws.

**These 6 principles were founded:**

### 1. Data minimization

As far as it is possible, statistical or anonymous data is to be used. Personal data may be collected, processed, used and distributed as long as it is necessary for legal reasons.

### 2. Responsibility

Each person, Company, Department or any other organization owning personal data, must be held responsible for their work.

### 3. Legality

For each use and processing step of personal data there is a legal basis or it is inadmissible.

### 4. Participation

Any party affected should know and who be able to co-determine who may obtain which of their data, how they will be processed and then transferred to whom.

### 5. Data Safety

Personal data is to be protected from manipulation and misuse and their processing must be comprehensible.

### 6. Proportionality

Technical, organizational and personal measures shall be taken to the extent of the effort being proportionate to the purpose of protection.

## PURPOSE, SCOPE AND RECIPIENTS OF THE LAW

### Art. 1 GDPR

- Subject-matter and objectives
- This Regulation lays down rules relating to the protection of natural persons with regard to the processing of personal data and rules relating to the free movement of personal data.
- This Regulation protects fundamental rights and freedoms of natural persons and in particular their right to the protection of personal data.
- The free movement of personal data within the Union shall be neither restricted nor prohibited for reasons connected with the protection of natural persons with regard to the processing of personal data.

#### 1. Purpose

GDPR wants to protect the privacy rights of people against the dangers that may arise from processing their data.

#### 2. Scope

GDPR is binding law in the entire territory of the EU member states, as well as in those countries that have committed themselves to EU law by belonging to the so-called EEA.

#### 3. Recipient

Is the responsible authority ": Private persons, civil-law organizations, and companies federal agencies, other commercial processors.

## RIGHTS AND OBLIGATIONS

According to GDPR each person or legal entity, processing or using personal data, especially companies and their employees, have a series of duties.

- Obligation to ensure the admissibility of handling personal data
- Obligations to safeguard data from misuse
- Obligations towards persons concerned versus the rights of the those affected: Notification, Information, Correction, Deletion, Blockage

## ELIGIBILITY CHECK

On principle the processing of personal data is prohibited, unless:

- The person concerned has consented voluntarily after being informed of the purpose, or
- A different law allows or requires a certain type of processing (i.e. calculation of income tax), or
- The conclusion on the execution of a contract with the person concerned required the processing (working or sales contract), or
- The processing of the data serves the legitimate interests of the company, or

**These are exceptions:**

Publicly accessible data, i.e. yellow pages. Special regulations apply to research and media.