

TECHNICAL AND ORGANISATIONAL MEASURES, TO ENSURE THE SECURITY OF PROCESSING

1. Measures of pseudonymization and encryption of personal data

Pseudonymisation of personal data that are no longer needed in plain text

Encryption of websites (SSL)

Encryption of e-mail (TLS 1.2 or 1.3)

2. Measures for ensuring ongoing confidentiality, integrity, availability and resilience of processing systems and services

Confidentiality agreements with employees

NDA's with third parties

Data Protection agreements with employees

Firewall

Anti-Virus

Regular backups

3. Measures for ensuring the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident

Regular backups of the whole system

Regular test of backup and recovery

Regular training of IT staff

4. Processes for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures in order to ensure the security of the processing

In-house checks

Regular review of processes by IT

Regular audits (e.g. by the DPO)

5. Measures for user identification and authorisation

Authentication with username / password

Regular checks of authorisations

Password guideline

Limitation of the number of administrators
Management of rights by system administrator

6. Measures for the protection of data during transmission

Use of encryption technologies
Logging of activities and events
Encryption of email (TIS 1.2 or 1.3)
Use of company internal / restricted drives

7. Measures for the protection of data during storage

Logging of actions and events
Limitation of the number of administrator's
Firewall

8. Measures for ensuring physical security of locations at which personal data are processed

Manual locking system
Security locks
Key control

9. Measures for ensuring events logging

Logging activated on application level
Regular manual checks of logs

10. Measures for ensuring system configuration, including default configuration

Configuration change control process
Data protection by default is observed
Configuration only by system administrator
Regular training of IT staff

11. Measures for internal IT and IT security governance and management

IT security policy
Training of employees on data security

IT team with clear roles and responsibilities

12. Measures for certification/assurance of processes and products

Clear overview of the provisions applicable to the provided products/services/processes

Regular internal and/or external audits

Assignment of audit responsibilities to certified experts

13. Measures for ensuring data minimization

Identification of the purpose of processing

Assessment of a link between processing and purpose

Identification of the applicable retention periods for each data category

Secure erasure of the data after expiration of the retention period

14. Measures for ensuring data quality

Logging of entry and modification of data

Assignment of rights for data entry

Traceability of entry, modification of data by individual user names (not user groups)

15. Measures for ensuring limited data retention

Regular training on retention periods

Regular audit and assessment of retained data

16. Measures for ensuring accountability

Provision of training / awareness rising

Regular controls and checks

Appropriate policies on data protection

Conclusion of SCCs

17. Measures for allowing data portability and ensuring erasure

Personal data is stored in a structured format

Monitoring of legal deadline ensured

Observation of retention periods

Establishment of data portability process

Proper handling of data subject requests

Secure data erasure and data carrier destruction ensured by contracting with Notebook12 GmbH & Co. KG, Fraunhoferring 3, 85238 Petershausen, Germany, email: info@notebook12.com

18. For transfers to (sub-) processors, also describe the specific technical and organisational measures to be taken by the (sub-) processor to be able to provide assistance to the controller and, for transfers from a processor to a sub-processor, to the data exporter

Standard Contractual Clauses (SCCs) are signed or agreed on

UK IDTAs or Addendums to the SCCs are signed or agreed on

Contractually agreed on effective control rights

Contractually agreed on provision of assistance to the controller