

Data protection information GTC

1. Responsible for data processing is Business Center in den Colonnaden 5 GmbH & Co. KG, Coloonaden 5, 20354 Hamburg, + 49 40 33313 333, hamburg@ecos-office.com
2. Our Data Protection Officer is Secom IT GmbH, Nienburger Strasse 9A, 27232 Sulingen, Germany, e-mail: datenschutz@secom-it.de.
3. We process the data collected from our clients exclusively for the purpose of initiating and processing contracts, receivables management arising from these contracts and agreed support. We process the following categories of data: The official address and contact data (telephone, email), department allocation and, if applicable, location/branch of our clients or their contact persons. The processing of such data is necessary for the fulfilment of the above mentioned purposes.

In case of rental agreements, we also store copies of the signatories' identity cards on the basis of our legal obligation to provide proof of identity in accordance with §2 Para. 1 No. 13c GwG.

In case of contracts with mail processing, we may also store the private address for forwarding if contractually required by the client.

In case of contracts with telephone service, we also process the customer's data of our clients, the type and scope of which depends on the respective contractual partner, exclusively for forwarding to the client. The client is solely responsible for informing customers in accordance with Article 13GDPR.

4. After termination of the contractual relationship or rejection of the offer, we will review whether we still require the data. If the data is no longer required and legal storage obligations do not conflict, the data will be deleted.
5. We only transfer personal data to third parties where necessary for the execution of the contract, if you have expressly consented in advance, if we are obliged to do so by law or by a court order or official order, or where necessary to enforce our rights, in particular to enforce claims arising from a contractual relationship with you. Depending on the respective orders and service contracts, the data may be transferred to the following categories of recipients: Banks, postal and logistics service providers, our cloud/IT service providers and affiliated locations of the ECOS Group (only when using CityNet and MeetingNet).
6. The data subjects have the right, upon request, to receive free of charge information about the personal data stored about them. In addition, you have a right to correction or deletion of this data, restriction of data processing and data portability in accordance with the statutory provisions.
7. If you have consented to the use of your personal data, you may revoke your consent at any time by sending an e-mail to the Controller at 1 with effect for the future, without affecting the legality of the processing performed on the basis of the consent up to the revocation.
8. Pursuant to Art. 77 GDPR, you have the right to lodge a complaint with a supervisory authority if you are of the opinion that the processing of your personal data is not lawful. The address of the supervisory authority responsible for our company is: