

Index of handling activity as per DSGVO

As per EU DSGVO an index of handling activity has to be maintained.

Organization: **Sporthotel Ideal KG** Management: Evi RIML Data protection agent: Armin RIML

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Name of processing activity	Purposes of processing	Legal basis of processing	Categories of personal data	Clearing time	Categories of affected persons	Categories of recipients	IT-application	Risks	Technical and organizational measures	Data protection impact assesment
Application process	Pre-select candidates, look through applications, hold interview	Oral agreement of an interview	Adress Data, date of birth, telephone number, certificates, employment certificates, training letter	10 years (with positive employment) Immediately after non-receipt of the post	Candidate	Managin Directors	Word / Windows	Unauthorized access	Password protected	-
Payroll	Payroll	Employment contract	Adress data, bank details, social insurance data	10 years	Employee	Tax office	Outlook / Windows	Unauthorized access	Password protected	-
Registration of employees	Placement procedure	Employment contract	Adress data, birth data, passport number	10 years	Employee	Community office	Outlook / Windows	Unauthorized access	Password protected	-
Registration of employees TGKK (Tyrolean health insurance)	Start-up time employee	Employment contract	Adress data, birth data, passport number, social insurance data	10 years	Employee	TGKK (Tyrolean health insurance)	Windows	Unauthorized access	Password protected	-
Customer correspondence	Offer – brochure sending	Order of brochures via telephone/online	Adress data, e-mail adress	10 years	Potential customers	Reception	Outlook / Casablanca	Unauthorized access	Password protected	
Binding reservation	Binding reservation	General terms & conditions at booking closure	Adress data, travel data mail adress, phone number, fax number	10 years	Customers	Reception	Casablanca	Unauthorized access	Password protected	
			Credit card details	No storage	Customer	Reception	Print	Stealing of booking folder	Locked archive	
Customer correspondence after departure	Casablanca customer account	General terms & conditions at booking closure/accommodation contract	Travel data, name, adress, telephone number, insurance policies, credit card details (no storage, print out in reservation folder)	After departure of customers	Customer	Reception	Casablanca	Stealing of booking folder	Locked archive	
Postal summer letter	Brochure – price list sending via mail (post)	General terms & conditions at booking closure, online order of brochure – agreement to General terms &	Adress data, e-mail adress	None	Customer, potential customer	Reception	Outlook / Casablanca	Unauthorized access	Password protected	

		conditions, offer sending								
Special offer mailing	Sending of offers, current offers	General terms & conditions at booking closure	Adress data, e-mail adress	None	Customer, potential customer	Reception	Outlook / Casablanca	Unauthorized access	Password protected	
Customer conversation/employee conversation	Phone call	Agreement to note phone number and name data	Name, phone number	Straight away	Customer/employee	Reception	Outlook/employee folder	Unauthorized access	Password protected, locked office for employee folder	
Visit/surf on website sporthotelideal.at	Customer behaviour on our website	Compliance to terms of use on our website	IP-adress, browser & system data as per google analytics	Individual deletion possibility	Internet browser	Reception, goodle inc.	-	-	-	
Garage spot booking	Garag spot administration	Oral agreement to collection of data	Make of car, registration plate	No storage/archive until departure	Customer	Reception	-	Stealing of customer account information	Locked archive	