

Data protection for applying and using QMSpot

Introduction

We use the WebApp QMSpot to manage the records of our QM system more easily. In this document, we would like to explain the data processing that takes place there.

Liability

The following processing operations lie within the responsibility of
MAXINTIME GmbH
Management: Daniel Schwanitz & Thomas Zydeck
Jakob-Hasslacher-Str.4
56070 Koblenz

Processing, purpose and legal basis

You will create a user account on the QMSpot platform. For this purpose, we only need only a name, a username assigned to you, and your password. If you have several locations, you will be assigned to the corresponding location of your activity to facilitate the administration of the tasks. In addition, your email address and telephone number can be added to your profile. These are optional data that you can enter yourself and you can also delete them from your profile on your own.

If you are registered as an administrator or emergency contact, the email address and telephone number are not optional but required so that you can be contacted in an emergency.

On the platform, tasks are assigned to you or groups you belong to, and their completion status is documented. When you complete a checklist, this is also logged. If you record errors on the platform, they are displayed there. In addition, data on your planned and completed trainings are preserved on the platform. These include the time, content, duration and location of the training processes.

The legal basis for this data processing is Art. 6 para. 1 lit. f) DSGVO. Our interest lies in the achievement of the quality goals defined in the quality management, and the continuous improvement of our processes. If the processing is mandatory for the employment relationship, the legal basis is §26 BDSG.

Distribution

The contract for processing this order is with MAXINTIME GmbH, who are responsible for hosting the platform.

Data may be passed on to third parties as part of a QM audit to an auditor. Lecturers of training events may also receive data if you participate in their training courses.

In general, we only pass on data from the platform if this is necessary to comply with possible obligations to provide evidence.

Storage period and deletion

Data of your user profile will be stored as long as you have a profile on the platform. Further to that, data stored on the platform as part of our QM documentation will be deleted after 3 years.

Logging

Logs of all user activity are kept on the platform. These include:

- User name
- timestamp
- Action performed

In addition, successful and unsuccessful login attempts are logged, together with the IP address. Logs are deleted after 90 days.

The legal basis for this is Art. 6 para. 1 lit. f) DSGVO, whereby our interest is to ensure the trustworthiness, availability and integrity of the application.

As a matter of principle, the logs are not passed on to third parties unless this is absolutely necessary to clarify security issues.

Your rights

You have the right to information, deletion, correction and/or restriction of the processing of your personal data. In addition, you have the right to object within the framework of the legal requirements and to data portability.

You also have the right to complain to a data protection supervisory authority about our processing of your personal data.

Data Protection Officer

You are welcome to contact our data protection officer, who can be reached at:

ProSec GmbH

Simon Lenz

Robert-Koch-Strasse 1-9

56751 Polch

datenschutz@maxintime.de