

Privacy Policy

Next Step – Berlin Relocation
Pfalzburger Str.5
10719 Berlin

Legal basis for the storage of your data in our database and possibly necessary distribution

The data you provide to us will be stored in our database for the purpose of maintaining contact with you and processing your order. We guarantee that your information will be used exclusively for this purpose, discreetly treated, specially protected and not disclosed. If you wish, you will receive information about the data that we have stored about you. All your saved data will be deleted from our database when your assignment has been finished.

Your electronic contact, either via the website of Next Step – Berlin Relocation or via e-mail will be forwarded to us via our provider, Strato Domain. We refer here once again explicitly to the privacy policy of our website <https://www.next-step-berlin-relocation.de>.

We presuppose, under the notice of our privacy policy, your consent to the storage of personal data, with the placement of an order and in case the order has been placed by your employer, with the signature of the declaration of consent on your behalf.

We do not obtain personal information from third parties.

It may occur that your data are passed on for further processing within our company or to third parties, which have to be integrated as part of a request or an order. Our third parties (processors) are bound by and bound to our data protection principles.

Securing your data

Your data will be stored on our computer. The computer is password-protected and a third-party access, even if the computer is lost, is therefore not possible. A backup of your data takes place on an external hard drive, which is protected against unauthorized access by a password. In addition, a backup of your data takes place on our own servers. Our computer is protected against outside access by a firewall and corresponding software from a recognized provider. The firewall and the protection software are automatically updated and are therefore always up to date.

Processing record of your personal data transmitted to us

Person responsible for the storage of your data	Founder of Next Step – Berlin Relocation Lars Großwendt Pfalzburger Str.5, 10719 Berlin phone: +49 (0) 174 174 9835 email: lars@next-step-berlin-relocation.de
Purpose of storage of the data	Providing the desired services Consultation Serving customers in the context of relocation and immigration contracts All services to be provided in this context
Data is being accessed by	Founder: Lars Großwendt
Recipients of the data	Depending on the order / service: Authorities (Registration Offices, Foreigner´s Offices, Embassies and Consulates, Federal Employment Agencies, Driving License and Car registration offices, Family Benefits and Parental Benefit Centres, Tax Offices, Pension Insurance Institutions) Third parties (Banks, Insurance Agencies, Health insurance companies, tax consultants, translators, driving schools, lawyers, brokers, landlords, energy suppliers, telephony / internet service providers, telephone / Internet service providers)
Data categories	Name, first Name Address Phone numbers Email addresses Account information Tax Data Social Security information Denomination data Family status information Self-information data for tenant self-assessment Labour contract data

	<p>Payslips Personal documents (identity cards, passports, birth certificates, marriage certificates, diplomas, school / university degrees, certificates, other educational qualifications)</p>
Separation of databases according to types of use	The data sets are separated into the respective categories and according to the respective use types.
Transmission of data, including through data backup and synchronization, to third countries, outside the EU	No
Deletion period of the data	At the request of the person concerned. As a general rule, your data will be stored at Next Step – Berlin Relocation for as long as necessary for the respective task or as provided for by law.
Legal Basis	Fulfilment of the contractual relationship (legal basis is Art. 6 I lit a, b DSGVO)
Consent of the persons concerned	Every person who contacts us electronically will be informed beforehand, in our web presence and with our respective data protection declarations, but at the latest when the person receives an answer e-mail from us. The privacy policy states that you may at any time receive information about your data stored by us it and that the data will be deleted by us at any time, on request, unless there are other rights to omit the deletion.

Privacy Policy Guideline

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Editorial Note:

For better readability, the additional formulation of the female form has been omitted. The exclusive use of the male form should be explicitly understood as gender-independent.

1. Purpose of the Privacy Policy

This policy describes the measures implemented within the company to implement the provisions of the General Data Protection Regulation (hereinafter referred to as GDPR) and applies throughout the company. All contact persons and external service providers (processors) directly or indirectly involved in the processing of personal data are obliged to comply with the statutory requirements under the GDPR when dealing with personal data. Deviation from this is only permitted after documented approval by the management.

2. Legality, processing in good faith and transparency

Personal data may only be processed if there is a legal basis in accordance with Article 6 GDPR or the demonstrable consent of the person concerned in accordance with Article 7 GDPR. As far as possible, personal data should always be collected directly from the person concerned so that they have knowledge of the data stored about their person. In doing so, the data subject is fully informed in accordance with Article 13 GDPR. In the case of a collection and storage of personal data without the data subject's knowledge, the information obligations to the data subject pursuant to Article 14 GDPR are ensured. The right of access specified in Article 15 of the GDPR is taken into account. The principles of appropriation, data minimization, correctness, memory limitation, integrity, confidentiality and availability are considered.

3. Data processing

Compliance with the provisions of the GDPR is the prerequisite and the basis for the processing of personal data. For this purpose, the relevant data processing procedures are recorded on the basis of the provisions of Article 30 GDPR with the aim of creating transparency.

3.1 Technical and organizational measures

To ensure data protection, technical and organizational data protection measures have been established on the basis of the requirements of Articles 5, 25 and 32 GDPR. The definition and implementation takes into account the nature and the resulting protection requirements of the personal data processed.

3.2 Procedural safeguards

The procedural safeguards are planned, implemented and continuously monitored, taking into account the personal data to be processed, the place of data processing and the persons involved in the data processing. The respective state of the art and the protection requirements of data processing are taken into account. The goal of always collecting, processing and using the personal data that is absolutely necessary for the processing procedure is taken into account. It is checked in each data processing, to what extent the

- Legality, fairness and transparency
- Appropriation
- Data Minimization
- Accuracy
- Storage limit
- Integrity, confidentiality and availability

by existing or future risks in the context of data processing, which takes into account the state of the art and the implementation costs.

3.3 Privacy Impact Assessments

A data protection impact assessment procedure is in place, provided that the proposed processing procedure involves particular risks to the rights and freedoms of those concerned. Remedial actions are planned and implemented for the identified risks. These may include warranties, safeguards and procedures that consistently ensure the protection of personal data. If the data protection impact assessment identifies a high level of risk to the personal data and the data subject, which cannot be reduced by additional measures, we undertake to consult the responsible supervisory authority.

4. Rights of the data subject

If your personal data are processed, you have the right to obtain information about the data stored about you (Art. 15 GDPR).

Any person affected by data processing has the right to correct, restrict and delete his personal data (Articles 16, 17, 18). Incoming rectification, restriction and cancellation requirements will be scrutinized and implemented by the entity responsible for data protection in the organization and the controller. This also takes into account any processors and recipients of the personal data of the person concerned. The person concerned receives feedback about this. Upon request, we will the personal data provided to us to the data subject, in a structured, standard and machine-readable format. If technically possible, we also provide the data directly to another person responsible for the requirements of the persons concerned.

Furthermore, you can object to the processing (Articles 17, 18 and 21 GDPR). However, if you do not provide the required data, we cannot fulfil the order placed with us.

5. Privacy breach and obligation to report

There is a procedure established for the documentation of any personal data breach. All contact persons, processors and service providers involved in the processing activities must immediately report any breach of personal data protection to the founder. The founder decides on the further measures and any obligation to notify the supervisory authority as well as any notifications of the persons concerned.