

Directory of procedures.

In accordance with § 4g (2) of the German Federal Law on Data Protection (BDSG), the representative for data protection is required to make the information from points 1-8 available to anyone upon request, as stated in § 4e (1) BDSG.

1. Responsible entity:

Lufthansa Cargo Charter Agency GmbH

2. Managing Director:

Reto R. Hunziker, Christian Fink
Company Representative for Data Protection,
Dr Barbara Kirchberg-Lennartz, FRA DSB

3. Address of the responsible entity:

Lufthansa Cargo Charter Agency GmbH
Gate 32, Bldg. 568, 3rd Floor
Cargo City Süd
D – 60549 Frankfurt

4. Determining the purpose of collection, processing or use of data:

The purpose of this company is to operate charter services with aircraft. This includes the chartering and renting out of aircraft, both national and international, and all associated business. The company can hand over its operations to such companies in parts or in its entirety. Data collection, processing and usage is conducted to carry out the above-mentioned purposes. The focus of personal data processing is in the following areas: Human Resources (management and development), suppliers (management according to standardized German bookkeeping regulations “Grundsätze Ordnungsgemäßer Buchführung”), customers (CRM), secretarial and managerial functions, in accordance with the electronic data processing agreement established between LH AG and the appropriate bodies for labor relations.

5. Description of the affected groups and the associated data or data categories:

Customer data, employee data and data concerning suppliers, in so far as it is required to fulfill the purposes mentioned in 4.

6. Recipients or categories of recipients to whom the data may be disclosed:

Public authorities if superior legal requirements dictate this, external contractors according to §11 BDSG and external entities in order to fulfill the purposes mentioned in 4.

7. Time limits for the deletion of data:

Once the period of storage stipulated by either legislation or regulatory authorities has expired, the relevant data will be deleted. Should this not apply, the relevant data is deleted if the criteria from point 4 are no longer valid.

8. Planned data transfer to third party states:

In order to carry out actions within the framework of the business purpose, data may be transferred in accordance with the above-mentioned international guidelines to public authorities, customers and suppliers in different countries.

9. Security measures

Lufthansa Cargo Charter Agency GmbH takes safeguarding measures pursuant to §9 BDSG by practicing caution when awarding contracts, by maintaining appropriate quality regulations, and by training its staff.

Lufthansa Cargo AG
Company Data Protection Representative
Dr. Barbara Kirchberg-Lennartz
FRA DSB
Airportring
60546 Frankfurt

If you have any questions, please do not hesitate to contact us by mail: dsb@dlh.de