

# Concretisation of the Subject Matter of the Order

of

fynk GmbH  
Heinrichsgasse 2/8  
A-1010 Wien

## 1. Subject Matter, Nature and Purpose of the Data Processing

**Subject matter of the processing:** Processing of data in connection with contracts and documents of all kinds, excluding documents containing special categories of data according to Article 9 (1) GDPR; surname and first name of employees of the client and employees of contractual partners of the client; professional e-mail addresses of employees of the client and employees of contractual partners of the client

**Nature and purpose of processing:** Collection, storage and processing of data for the purpose of document and contract creation as well as document and contract management

**Categories of data subjects:** Employees of the customer, customers and contractual partners of the customer

## 2. Persons receiving instructions from the processor

The following persons of the processor are authorised to receive instructions from the controller:

All employees of the processor are authorised to accept instructions from the controller.

## 3. Data Protection Officer of the Processor

The data protection officer of the processor is:

**Kertos GmbH**  
Brienner Str. 41  
80333 Munich  
Germany  
DPO: **Dr. Kilian Schmidt**

Email: [dsb@kertos.io](mailto:dsb@kertos.io)

## **4. Location of Data Processing**

The data processing carried out by the processor takes place at the following locations:

fynk GmbH  
Heinrichsgasse 2/8  
A-1010 Vienna  
Austria

Data processing also takes place at the processing locations of the sub-processors.