

# Overview of Processing Activities by the Data Processor

Pursuant to Article 30 of the EU General Data Protection Regulation (GDPR)

(Translated version from [German, version 1.6](#) | translation without guarantee | status: 05/2025)

## 1. Introduction

### 1.1. Details of the Data Processor

Name	Timebutler GmbH
Street	Rathausgasse 1
Postal code	12529
City	Schönefeld
Handelsregister:	Amtsgericht Cottbus, HRB 18094 CB
Email address	<a href="mailto:info@timebutler.de">info@timebutler.de</a>
Website	<a href="http://www.timebutler.com">www.timebutler.com</a>

## 2. Details of the Representative of the Data Processor

There are no representatives of the Data Processor.

## 3. Details of the Data Protection Officer

The Data Processor has appointed a Data Protection Officer.

You can find contact information for data protection inquiries at

<https://timebutler.com/data-protection/>

## 4. Details about the Data Controllers

The Data Processor offers software via the internet ([www.timebutler.de](http://www.timebutler.de) and [www.timebutler.com](http://www.timebutler.com), hereinafter referred to as “Timebutler”), which is used by various companies. These companies have concluded a data processing agreement with the Data Processor.

Therefore, there are numerous companies that qualify as Data Controllers within the meaning of this section. For reasons of clarity and data protection, and because new users of the software and thus new Data Controllers continuously join, a listing of all Data Controllers is omitted here. Instead, reference is made to the data processing agreements concluded between the Data Controllers and the Data Processor. All details regarding all Data Controllers can be found in these data processing agreements.

## 5. Categories of Processing

The Data Processor provides the Data Controllers with a software-as-a-service (SaaS) solution accessible via the internet for personnel management as a tool for entering, editing, managing, evaluating, and tracing leave, absence, and working time entries, as well as information in a digital personnel file and salary data.

The software offers various configuration options, for example, individual access rights,

public holiday rules, weekly working days, role-based access control, reporting capabilities on entered data with different user rights depending on the user type, individual definition of data fields in the personnel file, and more.

The software is provided by the Data Processor, and the software is used by the Data Controller without inspection, influence, or involvement of the Data Processor.

Thus, the categories of processing include:

- **Cloud services:** since the SaaS solution is accessible via the internet.
- **Hosting of processing activities:** since the SaaS solution also performs automated processing, for example, the automatic calculation of remaining leave from a calendar year.
- **Personnel, working time, and absence management as well as maintaining a personnel file with salary data:** since the SaaS solution provides functionalities for these areas – however, the processing is not carried out by employees of the Data Processor, but through the use of the software by the Data Controller.

## 6. Data Transfer to Third Parties and Subprocessors

Data transfer to third parties is described in a separate document that includes the list of subprocessors. All details regarding data transfers can be found in the document listing the subprocessors.

The data processor and the data controllers have concluded a data processing agreement, which also describes the subprocessors.

Therefore, the subprocessors can be found in the data processing agreement.

## 7. Technical and Organizational Measures (TOM) pursuant to Article 32 (1) GDPR

As described in the previous section “Information about the data controllers,” the data processor and the data controllers have concluded a data processing agreement in which the technical and organizational measures (TOM) pursuant to Article 32 (1) GDPR are described.

The technical and organizational measures (TOM) pursuant to Article 32 (1) GDPR can therefore be found in the data processing agreement.