

## Commissioned data processing: purpose, personal data and data subjects

### 1. Subject matter, nature and purpose of the processing

The subject matter of the commissioned data processing as well as its nature and purpose shall result from the contracts concluded between the parties, which may have commissioned data processing as their subject matter, as well as from the agreement on commissioned data processing. The selected contractual products and agreed services of the contracts between the parties are decisive.

### 2. Types of personal data and categories of data subjects

The types of personal data processed within the framework of commissioned data processing (hereinafter referred to as "data") as well as the categories of data subjects result from the contract product selected in each case. The **possible personal data for each contract product can be found at** <https://help.abacus.ch/view.html>.

### 3. Overview of contract products (such as Abacus software applications, Abacus City Services, mobile applications, tools):

Contract products	Purpose	Personal data and special categories of personal data result from the respective contractual products (lists of standard settings, individual additions by the user are possible). See F1 help at <a href="https://help.abacus.ch/view.html">https://help.abacus.ch/view.html</a>	Categories of persons concerned
<b>Abacus Software Applications</b>			
Financial accounting	The "Financial Accounting" application collects the company-related transactions in factually and chronologically ordered accounting, whereby the data is posted and documented on accounts and cost centres/cost units. Evaluations such as balance sheet, income statement and cash flow statement show the internal as well as external view.	According to F1 help	Employees, creditors, debtors, order processors such as business partners, customers, suppliers, etc.
Fixed asset accounting	The application "Asset Accounting" records the long-lived assets of a company as fixed assets. Depreciation is carried out periodically to determine the correct valuation over time. For this determination, entries are required for the additions and disposals of the fixed assets.	According to F1 help	Owners, owners and employees

Accounts Receivable	The "Accounts Receivable" application handles the processing of customer payments and the entire dunning process. For this process, various address information and bank account details are stored in the customer master.	According to F1 help	Customers, sales debit
Accounts payable	The application "Accounts Payable" handles the processing of the payment of invoices. For this purpose, a supplier master record is kept in which various address information and account details are stored.	According to F1 help	Suppliers, employees, sales creditors
Payroll accounting	The "Payroll Accounting" application deals with the processing of payroll accounting. This includes, in particular, the maintenance of personnel master data, payroll processing including payment and posting to financial accounting, national evaluations for insurance companies, withholding tax accounting and the wage statement, national statistics and various interfaces to the authorities.	According to F1 help	Employees, associated data of spouses, cohabiting partners, children, and other personal contact data.
Human Resources	The "Human Resources" application deals with personnel management and personnel administration. This includes, in particular, job and applicant management, employee support, development and controlling as well as organisational management and the employee portal.	<p>According to F1 help</p> <p>Job administration: employees occupying the job (personnel number, surname, first name)</p> <p>Applicant management: applicant data (address, personal details, application documents)</p> <p>Item management: Assignment of items to employees (address number, name, first name)</p> <p>Staff appraisals: details of the appraisal (surname and first name of the employee and the supervisor, individually added personnel master fields (see F1 help).</p> <p>Competence assessment, target assessment, agreed targets, appendices to the interview</p> <p>Employment references: Employee details (surname, first name, date of birth, date of joining, position, place of origin), job description, assessment of conduct and performance, surname, first name and position of the signatories.</p> <p>Employee portal: personal data and address, partner and children, employment and organisation, dossier, expandable by all personnel master fields (see F1 help).</p>	Applicants, employees

		<p>Organisational management: Assignment of jobs/employees to organisational units/departments (personnel number, surname, first name, employment contract)</p> <p>Knowledge management: training, continuing education, internal and external courses for employees, individually expandable</p> <p>Budgeting: Salary data of the job and the employee can be budgeted (personnel number, name, first name, salary data according to the personnel master (see F1 help).</p>	
LHND Germany	The application "Payroll Accounting Germany" deals with the processing of payroll accounting. This includes, in particular, the maintenance of personnel master data, payroll processing including payment and posting to financial accounting, communication with tax offices and insurance carriers, evaluations for insurance companies as well as wage tax certification.	<p>According to F1 Help (Germany)</p> <p>Personal data such as salary, tax class, denomination, number of children, tax identification number, tax and social security data (absences (illness, maternity leave, etc.))</p>	Employees, associated data of spouses, children and other personal contacts.
CRM / address management	The application "CRM / Address Management" deals with the collection and evaluation of data, from which further measures such as sending letters or e-mails can be carried out.	According to F1 help	End customers (B2C), business customers (B2B), customer, prospective customer, business partner, supplier, subscriber, employee, job applicant, sales representative, contact person, minor or under 16, internet user, etc. (defined by the user).
Electronic banking	By using the CRM application, the "Electronic Banking" application also deals with the recording of customers' payment methods, as well as bank contracts and other payment data.	According to F1 help	End customers (B2C), business customers (B2B), customer, prospective customer, business partner, supplier, subscriber, employee, job applicant, sales representative, contact person, minor or under 16, internet user, etc. (defined by the user).
AbaScan / Archiving	<p>AbaScan: The application deals with the conversion of paper originals (usually business documents) into their electronic representation (electronic documents).</p> <p>Archiving: The application deals with the filing, use and storage of electronic company documents.</p>	According to F1 help	End customers (B2C), business customers (B2B), customer, interested parties, suppliers, employees/staff, contact persons

Invoicing / order processing	<p>Invoicing: The application deals with the handling of order processes. This includes, in particular, the entry, processing and monitoring of quotations and customer orders as well as the maintenance of product master data.</p> <p>Order processing: The application deals with the handling of order and procurement processes as well as goods management. This includes, in particular, the entry, processing and monitoring of quotations, customer orders and supplier orders, the maintenance of product master data and the management and organisation of stocks.</p>	The order processing uses the data from the address, debtor and creditor master of the respective applications CRM, debtor and creditor accounting (see F1 help).	According to contract product
Project management	The application deals with project management. With a variety of industry-specific solutions, AbaProject enables targeted, efficient profitability control for projects and orders, employees and departments as well as machines.	The service and project accounting uses the data from the CRM and from HR (for data, see F1 help). Additional data is stored locally in the home administration. These are mentioned in the F1 help on the one hand and by parameters that are parameterised by the user and sales partner themselves. The client name (resident name) is often used as the project name in the home administration.	Customers, employees, interested parties, business partners, residents, relatives, assistance, cantons, municipalities
Service/contract management	The application deals with customer-oriented service and contract management. For service objects that belong to an operator, contracts can be concluded for specific services and individual service orders can be processed.	Service/contract management uses the data from CRM and HR (for data, see F1 help).	Customers, operators, employees, service technicians
Production planning and control PPS	The application "Production Planning and Control PPS" for industrial and manufacturing companies deals with the following processes: Pre-calculation of assemblies, material management, batch and serial number management incl. tracing, resource planning for internal production (machines/employees), external production (extended workbench), order-related logging of performed efforts, post-calculation of production orders, production utilisation statistics.	According to PDF help (available on request)	End customers (B2C), business customers (B2B), customer, interested parties, suppliers, employees/staff, contact persons
Real estate management Abalmmo	The "Abalmmo" application is for the professional management of rental properties, condominium associations and cooperatives. Contracts are recorded, statements are created and, in the case of cooperatives, the share certificate and deposit accounts are managed.	According to F1 Help	Tenants, contractual partners, cohabitants, joint and several liable parties, subtenants, owners, cooperative members, caretakers, partners, contact persons of correspondence addresses

AbaBau	<p>The "AbaBau" application deals with the creation, processing, sending, receiving, calculating and invoicing of offers and orders in the main and ancillary construction trades.</p>	<p>The "AbaBau" application itself does not save any personal data, but the address master as well as the accounts receivable and accounts payable master are integrated. Accordingly, the same data can be entered as according to the F1 help for CRM, accounts receivable and accounts payable.</p>	<p>End customers (B2C), business customers (B2B), customer, prospective customer, business partner, supplier, subscriber, employee, applicant, sales representative, contact person, minor or under 16, internet user, etc. (defined by the user); sales debtors, sales creditors</p>
MyAbacus Portal	<p>Employees can be easily informed and involved in everyday processes via the MyAbacus portal (ESS). Employees can access their current personnel data independently. This includes personal master data as well as documents in the personnel file. They can also keep their own data, such as address, bank details, etc., up to date at all times. Time recording and holiday applications can also be entered directly in the portal. Supervisors also have the option of accessing their employees' data, approving processes and creating evaluations (MSS.).</p>	<p>According to F1 help Data processing is basically carried out either via BPE processes or the corresponding ULC application of the individual modules (employee interviews, references, time recording, etc.). Exceptions are the adding and editing of emergency contacts by the employee and the adding of documents to the personnel file by the supervisor. Which data is processed via processes in the portal and which personal data or information is displayed to a user can be freely configured within the framework of the salary/HR data model and also via individually configurable evaluations (AbaReport).</p>	<p>Employees, associated data of spouses, cohabiting partners, children, and other personal contact data.</p>
Time recording	<p>The "Time recording" application deals with the recording of working hours. Documentation of target hours, working hours, absences, overtime and extra hours.</p>	<p>According to F1 help The application "time recording" uses data from the applications CRM and payroll accounting. Accordingly, the same data can be recorded as according to the F1 help for CRM and payroll accounting.</p>	<p>Employees</p>

## Abacus City Services

E-Business AbaShop	<p>The E-Business AbaShop application is divided into 2 application areas:</p> <p>a) Client: the client is part of the Abacus ERP system and is responsible for data synchronisation with the server 'abacuscity', on which the AbaShop is operated. The following data is synchronised: Product master data, product classifications, address and customer data, shop orders. The address and customer data are managed in the CRM and DEBI applications.</p> <p>b) Server 'abacuscity': The AbaShop application is operated on the server 'abacuscity', any external persons can register as shoppers with their address details. AbaShop is connected to the Abacus ERP system by means of a synchronisation service; master data maintenance is carried out exclusively in the ERP system.</p>	<p>Client: Address and customer data are managed in the CRM and DEBI applications.</p> <p>Server 'abacuscity': the data is stored in AbaShop.</p>	Customers, shoppers
E-Business AbaNet	<p>The E-Business AbaNet application is divided into 2 application areas:</p> <p>a) Client: the client is part of the Abacus ERP system and is responsible for data synchronisation with the server 'abacuscity'. The following data is synchronised: E-documents such as orders, order confirmations, delivery notes, invoices. These e-documents are processed in both directions of receipt and dispatch.</p> <p>b) Server 'abacuscity': The AbaNet application is operated on the server 'abacuscity' as an e-business network, the e-documents are exchanged with various external e-business networks such as eBill, SIX Paynet, Post-Finance, Swisscom Conextrade, Descartes, etc.</p>	<p>Client: the data is stored in the CRM application</p> <p>Server 'abacuscity': the data is contained in the e-documents</p>	Customers, suppliers
Service Web Ticket	<p>The Service-Web-Ticket application is divided into 2 application areas:</p> <p>a) Client: the client is part of the Abacus ERP system and is responsible for the data synchronisation with the server 'abacuscity'. The following data is synchronised: Service objects and tickets of the customers</p> <p>b) Server 'abacuscity': the application 'Web-Ticket' is run on the server, any customers can register and enter web tickets</p>	<p>Client: the data is stored in the CRM application.</p> <p>Server: the data is stored in the ticket portal</p>	Customers

Job portal	<p>The Job Portal application is divided into 2 application areas:</p> <ul style="list-style-type: none"> <li>a) Client: the client is part of the Abacus ERP system and is responsible for data synchronisation with the server 'abacuscity'. The following data is synchronised: job advertisements and applications from applicants.</li> <li>b) Server 'abacuscity': the application 'Jobportal' is run on the server, any person can register and submit their application for an advertised job.</li> </ul>	<p>Client: the data is stored in the Wage/HR application. All data that applicants enter in the job portal and submit via upload.</p> <p>Applicants</p>
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## Mobile applications

App Abalmmo (flat handover)	<p>With this iPad app, the condition of the rented flat is recorded and documented. The condition can optionally be recorded with photos. In addition, the address as well as the communication data of the tenants can be adjusted and transferred to the system.</p>	<p>According to the Abalmmo help page</p> <p>Tenant, parties to the handover of the flat</p> <p>Address, telephone number and e-mail address</p>
AbaClik	<p>The smartphone app deals with recording, sharing, changing or requesting expenses, working hours, absences, benefits, travel expenses and employee data.</p>	<p>According to Help AbaClik / AbaClock / AbaPoint under Help Website of Mistertime</p> <p>Clients, employees, associated data of spouses, cohabiting partners, children, as well as other personal contact data.</p> <p>Employee data, gender, date of birth, national insurance number, language, place of origin, nationality, address data, telephone numbers, e-mail address, bank details, emergency contacts, marital status, parental status, name and date of birth of children, salary type, degree of employment, date of entry, liability to withholding tax, job title, supervisor, working hours, working time balances, absence time, absence reason, project name</p>
AbaClock	<p>The iPad app is concerned with recording working time and informing employees about their target, working and flexitime hours as well as their holiday balance. Depending on the version, the employee is identified by badge and facial recognition.</p>	<p>According to Help AbaClik / AbaClock / AbaPoint under Help Website of Mistertime</p> <p>Employees</p> <p>First name, last name, language, working time, target, working and flexitime balance as well as holiday balance, if applicable biometric data for facial recognition, if applicable location data of the iPad terminals.</p>

AbaPoint	The smartphone app AbaPoint deals with the recording of working time, performance recording, the so-called tracking of checkpoints and the handling of processes.	According to Help AbaClick / AbaClock / AbaPoint under Help Website of Mistertime Working hours, project data	Employees, customers
AbaPoint Manager	The iOS app deals with the configuration and calibration of AbaPoint beacons, which can then be used for time and activity recording via the AbaPoint app.	AbaPoint Beacon Location	
AbaSmart	The iPad app deals with the organisation of work processes and the time and location-independent display of reports, lists and management cockpits, which are prepared from the Abacus Business Software. Service orders can be processed from the service/contract management, services can be entered into AbaProject and activities can be entered into CRM.	According to F1 help AbaSmart can contain data corresponding to the applications Service/Contract Management, AbaProject and CRM as well as the tool AbaReport. Accordingly, the same data can be recorded as according to the F1 help for Service/Contract Management, AbaProject and CRM as well as AbaReport.	Customers, operators, employees, service technicians, projects,
Daily report	The iPad app deals with the recording of working hours, absences, expenses, activities and work descriptions, machine hours, material consumption, director's work, photo documentation and the like. The app is designed for the construction industry.	Employee name, employee number, target time	Employees
Daily report - work report	The iPad app deals with performance recording for teams analogous to the app "Tagesrapport".	Employee name, employee number, target time and planned working time	Employees
Abacus Access	Abacus Access is a 2-factor authentication (MFA) which allows the user to add a second factor to their login.	The app stores the login name for the connection to an Abacus ERP and displays the URL to the corresponding Abacus installation on this connection. The connection has an authentication factor to fetch refresh tokens - only in the online case.	All users who want to/must log in to an Abacus contract product in any way and use Abacus Access for this purpose.



## Light versions

FibuLight	The application "FibuLight" collects the company-related transactions in factually and chronologically ordered accounting, whereby the data is posted to accounts and documented. Evaluations such as balance sheet, income statement and cash flow statement show the internal as well as external view.	According to F1 help	Employees, creditors, debtors, order processors such as business partners, customers, suppliers, etc.
LohnLight	The "Payroll Accounting" application deals with the processing of payroll accounting. This includes in particular the maintenance of personnel master data, payroll processing including payment and posting to financial accounting, national evaluations for insurance companies, withholding tax accounting and the wage statement, national statistics and various interfaces to the authorities.	According to F1 help	Employees, associated data of spouses, cohabiting partners, children, and other personal contact data.

## Other

AbaNinja including AbaSalary	<p>Services offered: Processing of orders (quotation, order confirmation, delivery note, invoice, credit note, reminder), payment and processing of supplier invoices, payment processing with the bank, management of product and customer base, working time recording, management of accounting, overarching workflows through connection of third-party systems/third-party providers (such as e-banking, financial accounting, web shop, cash register systems, time recording terminal, analysis services, document storage and sharing).</p> <p>Error analyses in the event of support requests for the above services</p> <p>Communication/information and marketing activities</p>	According to F1- help of the applications used in AbaNinja (financial accounting, salary at AbaSalary), data such as: Name, first name, address, e-mail address, telephone number, payment morale, means of payment, deposit and payment information (credit), VAT no., IBAN, BIC, payment sender and recipient, employee number, entry date, date of birth, salary, localisation, time of presence with details (holidays, illness, etc.), activities, biometric data for facial capture if applicable.	Customers, suppliers, employees, users, interested parties
AbaTime	Services offered: Employee dossier (payroll, salary statement, monthly report, absence statistics, ...). Recording and administration of working hours, documentation of target hours, holiday credits, absences, overtime and extra hours.	According to F1 - Help of the applications used in AbaTime (project management and payroll). Data such as: Name, first name, address, e-mail address, telephone number, employee number, date of entry, date of birth, salary data, localisation, attendance time with details (holidays, illness, etc).	Customers, suppliers, employees, users

## Tools

Tool JDBX	The JDBX tool enables the Abacus database to be queried.	Qualified Abacus users (distribution partners and Abacus employees, not end customers) can write or mutate data. End customers have the option of starting the JDBX in read mode. All data in the Abacus database can be accessed, i.e. also all potentially personal data from the various applications.	According to the applications
Tool Business Process Engine	The "Business Process Engine" tool deals with the automation of business processes in the Abacus environment. Whether it is the automated sending of evaluations (AbaReport or Phoenix) to employees or the automation of interfaces from third-party systems. Personal processes (ESS) can also be defined, whereby employees can create, display and change their own data or start an approval process.	All data in the Abacus database that is available in the various applications can be accessed via the AbaReport. Data can also be mutated as soon as a standard interface (AbaConnect) is available from the respective application.	According to the applications
Tool AbaReport	The tool "AbaReport" deals with the evaluation and presentation of data via lists & reports. It is mainly used to process the inputs of the various Abacus applications in the database. In addition to Abacus data, various other file formats can also be accessed, such as Excel, text files, etc. In addition, the programme offers an ODBC interface with which almost any other database can be queried.	No data is written or mutated. However, all data in the Abacus database can be accessed, i.e. all existing data from the various applications.	According to contract product
Tool Selection Lists / Snapshots	Lists are generated via the selection lists, which are reused in the applications as search and input lists. The entries of the various applications in the database are always accessed.	No data is written or mutated. However, all data in the Abacus database can be accessed, i.e. all existing data from the various applications.	According to contract product
Tool Data Analyzer	The "Data Analyzer" tool deals with the graphical evaluation and presentation of data via dashboards. The basis of each dashboard is always an AbaReport.	No data is written or mutated. However, all data in the Abacus database can be accessed, i.e. all existing data from the various applications.	According to contract product
Tool DBC	The ODBC tool enables the Abacus database to be queried via external programs.	All data in the Abacus database can be accessed, i.e. all existing data from the various applications.	According to contract product
Tool AbaVision	The AbaVision tool allows the export of financial data to Excel, but cannot keep its own data.	According to F1 help	Does not itself contain own data of data subjects

Tool AbaNotify	The AbaNotify tool is a notification and information system that helps to automate business processes, informs about events and important figures independently and helps to ensure that pending tasks are not forgotten. Due to a change in the Abacus database or due to a temporal event, a certain action - a job - is triggered either with a so-called time trigger or a database trigger.	Time-controlled dispatch by e-mail or storage of Abacus lists and AbaView reports in various file formats such as PDF, XLS, DOC, HTML, TXT. Preparation of lists and reports per object manager incl. dispatch or storage. Immediate information to the person responsible in the case of events such as new, changed or deleted data records. Export and collection of database changes in file formats XML, HTML, TXT, DAT. Various application-specific automatisms as well as sending AbaAudit protocols by e-mail.	According to the applications
Tool AbaSearch	Full text search for database and document search.	No data is written or mutated. However, all data in the Abacus database can be accessed, i.e. all existing data from the various applications.	According to the applications
Tool AbaAudit	All database changes can be logged. By default, nothing is recorded. Which tables are monitored and which fields within a table are to be monitored is set up by the user (end customer or sales partner).	Date, time, Abacus user, database	Abacus user
Load balancing	Ability to duplicate services and thereby distribute the load of a single service across multiple instances.	None	None
Tool AbaMonitor	Monitoring tool that graphically displays data about various services and stores it in tables.	Data that are stored are user logins and started programmes of the users.	Abacus user
DB Connector	Licence to use an MSSQL database instead of Ctree.	None	None
User administration	Create and manage Abacus users.	Name, short name, telephone number, e-mail address, employee link, login data.	Abacus user
ESS user administration	Manage ESS users.	Name, short name, e-mail address, login data.	Abacus ESS users

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## AbaSky

The AbaSky portal is an internet platform hosted by Abacus, which ensures the link to the corresponding Abacus installation of the installation operator and its subscriptions. On this administration environment Abacus provides the administration of the users as well as the subscriptions.

The "manuals" listed on AbaSky under "Documentation" provide insight into possible categories of data. Data stored on AbaSky:

Installation operator: name, e-mail address (contact and invoice), contact language, telephone number, street, postcode, town, canton

Installation: Name, URL, Abacus version and build, licence number

User: User name from Abacus (partially anonymised, Abacus user GUID, synchronisation always takes place via the GUID).

Clients/companies - basically optional, if indicated: Name, street, postcode, city, e-mail address, telephone number

Accesses: Subscription type(s) and client number(s)

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Sales partners, installation operators, Abacus users, (AbaSky administrators)