

**DRK-Kreisverband
Schmalkalden e.V.**

Vorstand / Sekretariat

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Schmalkalden, 7. August 2017

Dear parents,

As promised, we will introduce and implement a modern, web-based order-based payment and billing system based on credit for the next school year 2017/2018 from August onwards.

This allows you to easily order your day-to-day via the Internet (PC, Smartphone or Tablet) from the comfort of your home. Changes to the order are possible at any time (eg due to illness) up to a specified time before eating.

In the following, we would like to inform you about the most important points related to the web-based ordering and billing system.

+ Registration

You can register online at the following Internet address:

<https://www.drk-schmalkalden-essen.de>

You will find a link "Login for new customers" on the right side of the page. Use this link to log in to new customers. Please complete the form completely. After sending the registration form, you will receive your access data immediately to the specified e-mail address.

Note: If you do not receive the e-mail with the access data within a few minutes, please check whether the e-mail has been incorrectly placed in the spam folder.

You can now log in to the online ordering system with the access data you have received and complete the data of your child.

+ Recharge credit

In your internal customer area (after logging in with your access data), you will find all the information necessary to transfer credit balances to your account via the "Credits" menu item.

Please note: Please make sure you use the purpose indicated on the page, as this is the only way to ensure automatic processing of the booking. Please understand that there may be delays in manual bookings due to incomplete usage.

Ihre Nachricht
vom

Ihr Zeichen

Bearbeiterin:
Heike Fischer

Deutsche Bank 24
BLZ 820 700 24
Konto 471 584 300

IBAN
DE62820700240471584300
BIC/Swift-Code
DEUTDE33HAN

Steuer-Nr.
171/141/08944

Please remember that you are starting to fill your credit account in good time for the first ordering process. No order is possible without credit!

Please remember that you are starting to fill your credit account in good time for the first ordering process. Per booking should be charged at least € 10. Without a credit of at least € 2.30 (price for 1 lunch) no order is possible!

+ Order takeaway

You have the possibility to make orders and changes in the menu selection by the PC or smartphone or tablet PC by the time the order is placed for the respective day.

If your child falls ill or can not attend the meal for any other reason, you can unsubscribe the food for the respective day by 8 am of the day by the Internet at the latest. It is not possible to log out later.

Once you order a meal, the price of the food will be deducted directly from your credit balance. If you cancel a meal, the price of the meal will be credited immediately.

+ Food issue by issuing agency

The food issue will be carried out in the future with the help of a food issuing house. To this end, each student receives a chip (key pendant) with which he identifies the food issue. For the chips you pay a one-time deposit / chip of 5.00 €, which will be refunded upon return. The output force can quickly and unambiguously identify which food was ordered and the students get their food faster and have more time to eat.

The chip is linked to the student via a unique ID. No personal data is stored on the chip.

+ Education and participation / food allowance

With the education package, some children receive a supplement for lunch at school. The vouchers or notices of the Landratsamt Schmalkalden-Meiningen must be submitted immediately to the responsible DRK-employee in the issue of food. The data entry for this is made by the DRC. In case of non-presentation the full food price will be charged.

+ Invoicing

At the beginning of each month you will receive an invoice in electronic form (PDF file) for the previous month. You will be informed by e-mail as soon as a new invoice has been issued. You can then download them in your customer area under the "Invoices" menu item and save them to your computer.

+ Data protection

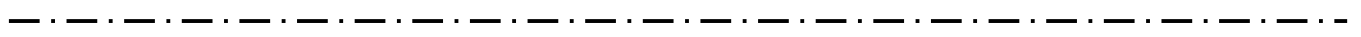
When placing orders, personal data such as the first name, name, address, e-mail address and telephone number are collected in order to process the orders and to issue the food. Customer data are used and processed exclusively within the framework of the applicable data protection laws. They will be passed on to third parties only if this is necessary for the purpose of contract processing and for billing purposes or if the customer has previously consented. The transfer of the data to third parties outside an

order and processing is excluded. The same applies to the transfer to third parties for general advertising purposes or market and opinion research.

Please order the food for your child until August 3, 2017, so that on the first day of school the food supply will work smoothly, since without your online order nothing will happen in the future.

Best regards

Heike Fischer



Please return this section to our co-worker, Mrs. Kerstin Werlich.

- ☐ I understood the letter
- ☐ I agree
- ☐ I see problems because (please write down)

Date

Signature