

## Information for data subjects when collecting personal data as a client, potential client, service provider or supplier

### RESPONSIBLE:

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### LEGAL REPRESENTATIVE:

Felix Schwabedal, Dr. Michael Dorin

### DATA PROTECTION OFFICER:

Gerrit Schulte

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Datenschutz und Informationssicherheit

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## Details of processing activity:

### PURPOSE OF PROCESSING ACTIVITY:

We process your data, some of which may be personal data, to initiate, execute and carry out contractual relationships, draw up quotes, settle claims and for invoicing, contact and information purposes as part of our customer service efforts.

### LEGAL BASIS FOR THE PROCESSING ACTIVITY:

Processing is necessary to execute a contract or pre-contractual measure pursuant to Article 6 Paragraph 1(b) GDPR or to protect our legitimate interests pursuant to Article 6 Paragraph 1(f) GDPR and the interests or fundamental rights and freedoms of the data subject are not outweighed.

## CATEGORIES OF RECIPIENTS:

Internal recipients are customer service, sales, accounting. Furthermore, we use service providers (processors) to fulfill our tasks, such as IT service providers and hosting providers, and transfer data to authorities or courts within the scope of legal obligations.

## DATA TRANSFER TO A THIRD COUNTRY:

The transfer of data to third countries is not planned.

## Additional Obligations to Provision of Information:

### DURATION OF STORAGE OF PERSONAL DATA:

Storage is based on the statutory requirements, in particular Section 147 of the German Tax Code (10 years) and Section 257 of the German Commercial Code (6 years). Personal data is erased once its purpose no longer applies and there is no retention obligation in place.

### RIGHTS OF DATA SUBJECTS:

You have a right to information (in acc. with Art. 15 GDPR) from the controller on the personal data concerning you and to rectification (Art. 16 GDPR), deletion (Art. 17 GDPR), and to limitation of processing (Art. 18, Para.1 GDPR). You also have a right of objection to such processing (Art. 21 GDPR) and the right of data-portability (Art. 20 GDPR).

Please contact the above-mentioned Data Protection Officer if you wish to exercise your rights.

### RIGHT TO COMPLAINT:

You have the right to complain to the responsible supervisory authority.

### OBLIGATION TO PROVIDE PERSONAL DATA:

The provision of personal data relating to the data subject is sometimes required contractually or by law or is necessary for the conclusion of a contract or for customer service and communication. The data subject is then obliged to provide the personal data.

#### **Consequences of nonprovision:**

Failure to provide this data would result in us being unable to enter into a contractual relationship and/or being unable to engage in communication with the data subject.

### AUTOMATED DECISION-MAKING:

Automated decision-making/profiling does not take place.

### FURTHER INFORMATION:

You can request further information on the processing of your personal data via our data protection officer or the head office.