

Information requirements according to Art. 13 GDPR

Identity of the responsible party (Art. 13 para. 1 lit. a GDPR)

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Data protection contact details

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This information is intended for customers, prospective customers, suppliers and employees. Your personal data will be processed by us for the following purposes:

- To fulfil our contractual obligations to you (Art. 6 para. 1 lit. b GDPR).
- To carry out pre-contractual obligations (Art. 6 para. 1 lit. b GDPR).
- To respond to enquiries (Art. 6 para. 1 lit. b GDPR).
- If you have granted us permission to process your personal data for specific purposes (e.g. to receive our newsletter), the data processing is based on your consent (Art. 6 para. 1 lit. a GDPR).
- To fulfil legal obligations which our company is subject to (Art. 6 para. 1 lit. c GDPR).
- If necessary, we also process your data to protect our legitimate interests, in particular for assertion purposes pertaining to legal claims and defence in legal disputes or to ensure IT security, for consultation purposes and the exchange data with credit agencies to determine creditworthiness and default risks, for direct advertising and market research insofar as you have not objected to the use of your data for this purpose, for business management measures and further development of services and products, for product and sales optimisation measures, for risk management measures, for the prevention or investigation of criminal offences (Art. 6 para. 1 lit. f GDPR).

Categories of recipients of personal data

Within our company, only the employees who absolutely need the data to perform their tasks (need-to-know principle) can access it. Individual processes and services are carried out by carefully selected and data protection conformant service providers who are based within the EEA. Insofar as service providers commissioned by us receive access to personal data in the course of carrying out their services, order processing agreements in accordance with Art. 28 (3) GDPR have been concluded with them.

Duration of data storage

The data processed by us is stored for the duration of the existence and processing of the contractual relationship and in compliance with statutory retention periods. These are, in particular, retention obligations under commercial and tax law in accordance with the German Commercial Code (HGB) and the German Fiscal Code (AO), according to which the regular retention and documentation periods are up to ten years. If no contractual relationship is concluded, we only process the data for as long as required for the specific purpose.

Your data subject rights

As a data subject, you have the following rights vis-à-vis us with regard to the personal data concerning you:

- Right to receive information about the data we process relating to you.
- Right to rectify or have data deleted if it is incorrect, out of date or has been unlawfully collected by us.
- Right to restriction of processing if full deletion is not possible, e.g. because we must comply with legal retention obligations.
- Right to object to processing, insofar as the data processing is based on a balancing of interests (so-called legitimate interests), as described above under "Purpose of processing". This is the case, in particular, if processing is not required for the performance of a contract with you. When exercising your right to object, we request you to explain the reasons why we should not process your data as we have done.

Of course, you can also object to the processing of your personal data for advertising purposes at all times. Please send your objection to our address named above.

- Right of revocation if you have granted us consent to process your data. You can revoke your consent at all times without stating any reasons to our company. To do so, please contact us at the address named above.
- Furthermore, you have the right to complain to a data protection supervisory authority about the processing of your personal data by our company.

If you have any questions about data protection, please feel free to contact us at the above address using any of the contact options provided.