

Information on data protection for customers and suppliers according to Art. 13 and 14 Datenschutz-Grundverordnung, DSGVO/General Data Protection Regulation, GDPR

Note: This also applies in the context of the initiation of a customer/ supplier relationship for possible customers/ suppliers

1. Controller in accordance with Art.4 (7) DSGVO/GDPR

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2. External Data Protection Officer

Attorney Klaus Karl Blükle, Kirchstr. 11, D-74336 Brackenheim, phone: +49 (0) 7135/974990, e-mail : k.bluekle@hentschke-bluekle.de.

3. Origin/ Source of Personal Data

The stored data are collected within the scope of our contractual relationship as well as individual orders or arise within the scope of the business initiation/ business relationship. Other sources include input in the ERP system, e-mails and document signatures, and business cards.

4. Categories of personal data being processed

Master data customer/ supplier (name, address), contact details of contact person in the company (first, last name) as well as the associated communication data (telephone, mobile, fax number, e-mail address), order and contract data (customer number, order/ delivery details, etc.) and if applicable, billing/ payment details (bank details, etc.)

5. Purpose and Legal Basis

- The collection, processing or use of personal data of **customers** is carried out to fulfill the purpose of the business, to create offers, to execute orders/ to fulfill contracts (for example order confirmations, delivery of services, invoices) as well as to maintain the business contact and to inform the customer. In addition to the fulfillment of commercial and taxation documentation and archiving obligations.
- The collection, processing or use of personal data by **suppliers** is carried out to fulfill the purpose of the business, goods and services as well as the corresponding offers, order confirmation, invoices, and to maintain business contract to inform the supplier, including related trade and taxation documentation and filing requirements.

Legal Basis: Art. 6, 1 a DSGVO/GDPR (Consent of the person concerned), Art. 6, 1 b DSGVO/GDPR (performance of the contract), Art. 6, 1 c DSGVO/GDPR (legal obligation of the person responsible), Art. 6, 1 f DSGVO/GDPR (legitimate interest of the responsible person). Automated procedures for decisions under Art. 22 DSGVO/GDPR are not used.

6. Categories of recipients of personal data

- **Internal bodies:** as far as they are involved in the execution of the respective business processes and need the data for the fulfillment of our contractual and legal obligation or for the protection of our legitimate interests (for example accounting, controlling, laboratory sales, purchasing).
- **Public Sector:** entities receive data due to regulatory requirements (e.x tax authorities).

- **External Service providers:** (such as credit institutions, tax consultants, affiliated companies), as far as these are necessary for the fulfillment of the contract, the data subject has given his consent or transmission is permitted by a predominantly legitimate interest. They process the data on our behalf in accordance with Art. 28 DSGVO/GDPR.

Transmission to states outside the EU or EUR (third countries) does not take place.

7. Duration of storage and deletion (Art. 17 DSGVO/GDPR)

In principle, the data will only be kept for as long as necessary for the purpose for which the data was collected and the fulfillment of a legal obligation of the controller does not preclude deletion. Statutory proof and retention obligations exist for 10 years for annual accounts, opening balance sheets, trade and business books, records, work instructions, organizational documents, invoices and accounting documents (HGB, AO, EstG, KStG, GewStG, UstG, AktG, GmbHG, GenG), 6 years for commercial and business letters as well as for other documents (HGB, BGB). In exceptional cases, data may also be stored, in particular data that we require to assert, exercise or defend legal claims (Article 17, 3 e DSGVO/GDPR). These include, for example, undertakings for the protection of confidentiality and business/ trade secrets as well as declarations of consent. Data concerning radiation protection must be kept for 30 years.

8. Rights of the data subject

- Right to free information on the personal data stored about him/her in accordance with Art. 15 DSGVO/GDPR (**right of access**)
- **Right to rectification** under Art. 16 DSGVO/GDPR, if incorrect personal data has been processed.
- **Right to erasure** under Art. 17 DSGVO/GDPR **or restriction of processing** according to Art. 18 DSGVO/GDPR
- **Right to data portability** under Art. 20 DSGVO/GDPR, if the processed data were provided by the data subject
- **Right to withdraw** a previously granted consent with effect for the future under Art. 7, 3. DSGVO/GDPR, without affecting the legality of a previous processing.
- **Right to object** under Art. 21 DSGVO/GDPR, if the data processing is based on Art. 6, 1 e (public interest) or 1 f (legitimate interest of the person responsible/ a third party)

Requests for information, revocations, objections and requests for rectification, deletion or restriction of processing should be addressed in writing to the controller (see 1.).

In addition according to Art. 77 DSGVO/GDPR you have the possibility to address a complaint about data protection issues to a supervisory authority. Supervisory authority responsible for us: Der Landesbeauftragte für den Datenschutz und die Informationsfreiheit Baden-Württemberg, Königstr. 10 a, 70173 Stuttgart, phone: 0049 (0) 711 / 615541-0, fax 0049 (0) 711/61 55 41-15, e-mail: poststelle @ lfdi.bwl.de (www.baden-wuerttemberg.datenschutz.de).

Incidentally, we refer to the complete text of the DSGVO/GDPR, which is available on the Internet at <https://dsgvo-gesetz.de>, also in English.

As of May, 2020