

General Data Protection Declaration

(Information regarding Data Protection Art. 13, 14 GDPR)

We take the protection of your personal data very seriously and handle your personal data confidentially and in accordance with the statutory Data Protection Guidelines as well as this Data Protection Declaration.

1) Responsible Party

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2) Data Protection Officer

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3) Data Processing Procedures:

3.1) Data Protection during the Implementation of Pre-Contractual Measures or in Order to Fulfil a Contractual Agreement

3.1.1) Type of Data

The relevant personal data which we shall process are:

- Personal master data (name, address and other contact data)
- Communication data (e.g. telephone, e-mail)
- Basic contractual data (contractual relationship, product and/or contractual interest)
- Customer and transaction history
- Contractual billing and payment data
- Planning and controlling data

3.1.2) Purpose and Legal Basis of the Processing

We shall process your data in order to process an inquiry or implement a contractual relationship (rendering of deliveries and services)

The processing of your personal data shall be undertaken:

- Based upon a consent (Art. 6 Para. 1a EU GDPR)
- For the fulfilment of a contractual agreement or in order to implement pre-contractual measures which are undertaken upon the affected party's request (Art. 6 Para. 1b EU GDPR)
- To comply with a legal obligation, in particular documentation and retention requirements under commercial and tax law (Article 6(1)(c) of the GDPR).

3.1.3) Sources

We shall process only personal data which we receive from you directly or from another person (e.g. from a colleague) within the parameters of your inquiry or a contractual relationship.

Where necessary and to the extent permitted by law, data may also be obtained from third parties, such as public authorities, courts, insurance companies or other parties to the proceedings.

3.1.4) Recipients of Personal Data

During the processing, your data shall be transmitted to technical divisions within our company as well as within our group; in individual cases, to our group's subsidiaries or distributors outside of the sphere of applicability of the GDPR.

Moreover, data may be transmitted outside of our company to customers, suppliers, distributors, government agencies, banks, service providers as well as service computer centres and remote maintenance service providers.

Personal data will only be transferred to countries outside the European Union or the European Economic Area insofar as this is necessary for the relevant process and the conditions set out in Articles 44 et seq. of the GDPR are met. This may take place, in particular, on the basis of an adequacy decision by the European Commission (Article 45 of the GDPR), appropriate safeguards such as standard data protection clauses (Article 46 of the GDPR) or – in specific exceptional cases – on the basis of Article 49 of the GDPR.

3.1.5) Storage

We only store personal data for as long as is necessary for the respective purposes. In the case of contractual and business data, the retention period is determined in particular by the duration of the contractual relationship and by statutory retention obligations under commercial and tax law. Furthermore, data may be stored insofar as this is necessary to assert, exercise or defend legal claims. Once the relevant purposes and retention periods have ceased to apply, the data will be deleted or, where deletion is not permitted, its processing will be restricted.

3.2) Data Protection for Marketing Measures

3.2.1) Type of Data

The relevant personal data which we shall process are:

- Basic personal data (e.g. name, address and other contact data)
- Communication data (e.g. telephone, e-mail)
- Reported data (e.g. from third parties, e.g. credit agencies or from public directories)
- Logged data in order to guarantee security and/or the IT systems

3.2.2) Purposes and Legal Basis of the Processing

We shall process your data for the existing customer relationships if we would like to inform you of similar goods or services or if we have obtained your consent to do so.

The processing of your personal data shall be done:

- In accordance with § 7 Para. 3 of the German Fair Trade Practices Act
 - Based upon a consent which has been granted (Art. 6 Para. 1a EU GDPR)
 - For the fulfilment of a contractual agreement or in order to implement pre-contractual measures which are undertaken upon the affected party's request (Art. 6 Para. 1b EU GDPR)
- In order to safeguard the rightful interests of the responsible party or of a third party insofar as the interests or fundamental rights and fundamental freedoms of the affected party do not outweigh them.

3.2.3) Sources

We shall process only personal data which we have received directly from you within the parameters of your inquiry or a contractual relationship.

3.2.4) Recipients of Personal Data

During the processing, your data shall be transmitted to technical divisions within our company as well as within our group; in individual cases, to our group's subsidiaries or distributors outside of the sphere of applicability of the GDPR.

Moreover, data may be transmitted outside of our company to service providers such as service computer centres and remote maintenance service providers as well as marketing agencies.

If data are transmitted outside of the sphere of applicability of the GDPR, the transmission shall be permissible in accordance with a condition of (Art. 49 Para. 1 and Para. 2 EU GDPR) based upon your consent that has been granted after being instructed in this regard or based upon a contractual agreement / a pre-contractual measure requested by the affected party.

3.2.5) Storage

The storage shall be undertaken at minimum for the duration of the business relationship (e.g. your inquiry / for the duration of the contractual relationship). In most cases, we shall be bound to the statutorily prescribed retention timeframes. After the lapsing of this maximum storage timeframe, your data shall be deleted if no other important reason opposes this.

3.3) Data Protection for Written Correspondence

We wish to point out that the data transmission for e-mail communication may contain security gaps and, as a rule, the transmission is undertaken in unencrypted fashion. If you should not want this, corresponding encryption procedures should be utilised.

3.3.1) Type of Data

The relevant personal data which we shall process are:

- Personal master data (e.g. name, address and other contact data)
- Communication data (e.g. telephone, e-mail)
- Basic contractual data (e.g. contractual relationship, product and/or contractual interest)
- Customer history
- Contractual billing and payment data
- Planning and controlling data
- Reported data (e. g. from third parties, e.g. credit agencies or from public directories)

3.3.2) Purposes and Legal Basis of the Processing

We shall process your data based upon the legal basis for the written correspondence. This may be, for example, an inquiry, an order, a project reference or the like.

The processing of your personal data shall be undertaken:

- Based upon a consent (Art. 6 Para. 1a EU GDPR)
- For the fulfilment of a contractual agreement or in order to implement pre-contractual measures which are undertaken upon the affected party's request (Art. 6 Para. 1b EU GDPR) in order to safeguard the rightful interests of the responsible party or of a third party insofar as the interests or fundamental rights and fundamental freedoms of the affected party do not outweigh them.
- Legal obligations under Article 6(1)(c) of the GDPR.
- Legitimate interests under Article 6(1)(f) of the GDPR (efficient business communication, handling general enquiries and documenting business contacts).

3.3.3) Sources

We generally receive the data from the individuals or organisations involved in the communication.

3.3.4) Recipients of Personal Data

During the processing, your data shall be transmitted to technical divisions within our company as well as within our group; in individual cases, to our group's subsidiaries or distributors outside of the sphere of applicability of the GDPR.

Moreover, data may be transmitted outside of our company to service providers such as service computer centres and remote maintenance service providers.

Personal data will only be transferred to countries outside the European Union or the European Economic Area insofar as this is necessary for the relevant process and the conditions set out in Articles 44 et seq. of the GDPR are met. This may take place, in particular, on the basis of an adequacy decision by the European Commission (Article 45 of the GDPR), appropriate safeguards such as standard data protection clauses (Article 46 of the GDPR) or – in specific exceptional cases – on the basis of Article 49 of the GDPR.

3.3.5) Storage

The storage shall be undertaken at minimum for the duration of the business relationship (e.g. your inquiry / for the duration of the contractual relationship). In most cases, we shall be bound to the statutorily prescribed retention timeframes. After the lapsing of this maximum storage timeframe, your data shall be deleted if no other important reason opposes this.

3.4. Data protection in the context of job applications

We shall process all data that you provide to us as part of an application.

3.4.1. Type of data

Relevant personal data we process are:

- Personal master data (e.g. name, address and other contact data)
- Communication data (e.g. telephone, e-mail)
- Qualification data
- Resume data
- If applicable, special categories of personal data (e.g. religion, trade union membership)
- Other data contained in your application

3.4.2. Purposes and legal basis of processing

We shall process your data as part of the application process in preparation for your contractual relationship with us.

Data shall therefore be processed

- In order to take steps at the request of the data subject prior to entering into a contract (Art. 6 para. 1 lit. b GDPR in conjunction with Art. 88 GDPR in conjunction with Art. 26 BDSG (Federal Data Protection Act))
- We process special categories of personal data only where the conditions set out in Article 9 of the GDPR and Section 26(3) of the BDSG are met.

3.4.3. Sources

We shall only process personal data that we receive in the course of your application.

3.4.4. Recipients of personal data

During processing, your data will be transferred to specialist departments within our company and, under certain circumstances, within our group or to affiliated companies.

3.4.5. Storage

After completion of the application process, the data shall be stored either for the duration of your employment contract or, in the event of an unsuccessful application, for 6 months after rejection. Should we wish to store your data for a longer period of time, we will ask you for your consent. After this maximum storage period has expired, your data will be deleted. The metadata of the application will be stored for another 3 years.

3.5 Data protection in the context of visitor management

We process personal data of visitors as part of a visitor screening process. This processing is carried out to fulfil legal obligations in accordance with Article 6(1)(c) of the GDPR in conjunction with Section 30 of the German Security Act (BSiG) in order to control access to our premises, security-sensitive areas, IT systems, components and processes, and to prevent unauthorised access.

In particular, we collect the surname and first name as stated on the identity document and, where applicable, further data for unique identification. Access is granted only to the necessary departments. Public authorities are granted access only where there is a legal obligation to do so or in the event of security incidents. The data is stored only for as long as is necessary for the purposes stated. Access will be refused if the required information is not provided.

4) Rights of the Affected Parties

You shall have the right to request information regarding your personal data as well as to request the correction, deletion or restriction of the processing of your personal data. Moreover, you shall have a right of objection to the processing as well as the right to data portability.

If you lodge an objection, your personal data shall no longer be processed unless we can document mandatory reasons for the processing which outweigh your interests, rights and freedoms or if the processing serves the purpose of the assertion, exercising or warding-off of legal claims. The objection must be lodged in writing to the aforementioned address of the responsible party.

5) Revocation of the Consent

Insofar as you have granted us a consent to process personal data for specific purposes, the legality of this processing shall be subject to your consent. You shall have the right to, at any time, revoke a consent that you have issued without affecting the legality of the processing that was undertaken based upon the consent until such consent was revoked.

6) Right to Submit a Complaint

You shall have a right to submit a complaint to the competent government supervisory agency. The government supervisory agency which is competent for us is the

Landesbeauftragter für den Datenschutz Niedersachsen
(Data Protection Commissioner for the State of Lower Saxony)
Prinzenstraße 5
30159 Hannover
Phone +49 511 120-4500

Email: poststelle@lfd.niedersachsen.de

7) Reasons for the Supplying of Personal Data

During our business relationship, you must provide us only with the personal data which are required for the implementation of the legal transaction. If you do not provide such personal data, a business relationship shall not be possible.

8) Miscellaneous

No fully automated decision-making within the meaning of Article 22 of the GDPR takes place in connection with the processing operations described in this privacy policy. Nor do we carry out any profiling that produces legal effects or similarly significantly affects you.