

## **Privacy Policy for Business Partners**

Your rights and how we handle your data - information in accordance with Art. 12, 13 et seq. of the EU General Data Protection Regulation (GDPR)

The following information provides an overview of how we process your personal data and your rights associated with this. The specific data processed and how it is used depends largely on the services requested or agreed. It may therefore be the case that some points in this statement will not apply to you. Furthermore, this data privacy information may be updated from time to time. You can find the latest version on our website at: <https://www.aetztechnik-herz.de/datenschutz>.

### **Who is responsible for data processing and who can I contact?**

The controller is:

Ätztechnik Herz GmbH & Co. KG

Kilbigswasen 4

78736 Epfendorf

Tel: 07404-9214-0

Fax: 07404-9214-30

Email: [info@aetztechnik-herz.de](mailto:info@aetztechnik-herz.de)

GF: Steffen Herz

You can reach our Data Protection Officer, Mr Dirk Hellmich, at the postal address listed above with the note "FAO the Data Protection Officer" or via the email address: [dirk.hellmich@bechtle.com](mailto:dirk.hellmich@bechtle.com)

### **Type of personal data collected**

We process the following personal data which we receive from you within the scope of our business relationship:

Company name with legal form and address

Title and name

Telephone numbers

Fax numbers

Email addresses

Field of activity or position

Alternative delivery address

Order history

Bank details

Credit data

### **We process your data for the following purposes and on the following legal basis**

We process personal data in accordance with the provisions of the European General Data Protection Regulation (GDPR) and the Federal Data Protection Act (BDSG).

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#### **On the basis of your consent (Art. 6 (1) a GDPR)**

If you have given us your consent to the processing of personal data for certain purposes (e.g. use of your email address to send the newsletter), the lawfulness of this processing is based on your consent. Your granted consent can be withdrawn at any time. This also applies to the revocation of declarations of consent which were issued to us prior to the application of the GDPR, i.e. before 25<sup>th</sup> May 2018. The withdrawal of consent does not affect the legality of the data processed up to withdrawal.

#### **To fulfil contractual obligations (Art. 6 (1) b GDPR)**

The processing of data is carried out to fulfil a contract with you or to carry out pre-contractual measures performed at your request.

#### **Due to legal requirements (Art. 6 (1) c GDPR)**

We are subject to various legal obligations which involve data processing.

These include, for example:

Tax laws and statutory bookkeeping

The fulfilment of tax control and reporting obligations

The fulfilment of requests and requirements from regulatory or law enforcement agencies

The disclosure of personal data may also be necessary within the scope of official/judicial measures for purposes of gathering evidence, prosecuting or enforcing civil law claims.

#### **When balancing interests (Art. 6 (1) f GDPR)**

If necessary, we process your data beyond the actual fulfilment of the contract in order to protect our legitimate interests and those of third parties. Examples of such cases include:

Assertion of legal claims and defence in legal disputes

Processing in the ERP system

Guarantee of IT security and IT operations of H-Gruppe GmbH

Credit checks

Maintenance of the customer relationship

Advertising, unless you have objected to the use of your data

#### **Who will receive my data?**

##### **Within our company**

Employees in order to make contact with you and for the contractual cooperation (including the fulfilment of pre-contractual measures)

##### **Within the scope of order processing**

Your data may be passed on to service providers who work for us as processors:

Support or maintenance of EDP or IT applications  
External service providers

All service providers are contractually bound and in particular obliged to treat your data confidentially.

#### **Other third parties**

Data will only be passed on to recipients outside of our company if the applicable data protection regulations are observed. Recipients of personal data include, for example:

Public bodies and institutions (e.g. financial or law enforcement authorities) if there is a legal or official obligation

Credit and financial service providers (processing of payment transactions)

Tax consultants and auditors, income tax auditors and statutory auditors (statutory audit assignments)

#### **Is data transferred to any third countries or international organisations?**

Your data will only be processed within the European Union and countries within the European Economic Area (EEA).

#### **How long will my data be stored?**

We process and store your personal data for as long as necessary to fulfil our contractual and legal obligations. If the data is no longer required for the fulfilment of contractual or legal obligations, it is regularly erased.

There are exceptions

- if statutory retention requirements need to be fulfilled, e.g. Commercial Code (HGB) and Tax Code (AO). The periods for storage and documentation specified there are generally six to ten years;

- For the preservation of evidence as part of the statutory statute of limitations. According to Sections 195 et seq. of the German Civil Code (BGB), these limitation periods can be up to 30 years, with the regular limitation period being three years.

- In addition to potential further exceptions.

If the data processing is carried out in our legitimate interest or that of a third party, the personal data will be erased as soon as this interest no longer exists. The specified exceptions apply.

#### **What data protection rights do I have?**

You have the right to information in accordance with Article 15 GDPR, the right to rectification in accordance with Article 16 GDPR, the right to erasure according to Article 17 GDPR, the right to restriction of processing in

accordance with Article 18 GDPR, the right to object in Article 21 GDPR and the right to data portability in Article 20 GDPR.

Restrictions in accordance with Sections 34 and 35 BDSG may apply to the right to information and the right to erasure.

To exercise these rights, please contact [info@aetztechnik-herz.de](mailto:info@aetztechnik-herz.de).

The same applies if you have any questions about data processing in our company or would like to withdraw your consent.

You also have the right to lodge a complaint with a competent data protection supervisory authority (Article 77 GDPR in conjunction with Section 19 BDSG).

The supervisory authority responsible for us is:

State Representative for Data Protection in BW, Königsstrasse 10a, 70173 Stuttgart

email: [poststelle@lfdi.bwl.de](mailto:poststelle@lfdi.bwl.de)

#### **Is there an obligation to provide data?**

Within the scope of the contractual relationship, you are required to provide the personal data necessary for the establishment, implementation and termination of the contractual relationship and for the fulfilment of the associated contractual obligations, in addition to data which we are legally obliged to collect. Without this data, we will generally not be able to conclude or execute the contract with you.

#### **Information about your right to object in accordance with Article 21 General Data Protection Regulation (GDPR)**

##### **Right to object in individual cases**

You have the right to object at any time to the processing of personal data relating to you on the basis of Article 6 (1) (f) GDPR (data processing based on a balance of interests) for reasons arising from your particular situation. This also applies to profiling based on this provision within the meaning of Article 4 (4) GDPR.

If you lodge an objection, we will no longer process your personal data unless we can demonstrate compelling legitimate reasons for the processing which outweigh your interests, rights and freedoms, or if the processing serves to assert, exercise or defend legal claims.

##### **Recipient of an objection**

The objection can be made informally with the subject "Objection", stating your name and address and addressed to: [info@aetztechnik-herz.de](mailto:info@aetztechnik-herz.de).

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