

#### Obligatory information according to Art. 12 ff. DS-GVO

Contact details of those responsible

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#### Contact details Company

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# Where do we get your personal information from?

In principle the collection of your data takes place with you. The processing of the personal data provided by you is necessary for the fulfillment of the contractual obligations resulting from the contract concluded with us. Due to your cooperation obligations, it is essential to provide the personal data requested by us, otherwise we can not fulfill our contractual obligations.

In the context of pre-contractual measures, the provision of your personal data is necessary. If the requested data is not provided by you, a contract can not be concluded.

## Purposes and legal bases of the processing

The personal data provided by you will be processed in accordance with the provisions of the European Data Protection Regulation (DS-GVO) and the Federal Data Protection Act (BDSG):

#### On the basis of a consent (according to Art. 6 Abs. 1 Lit. a DS-GVO)

The purposes of the processing of personal data arise from the granting of consent. Any given consent can be revoked at any time by you with effect for the future. Consents granted prior to the application of the DS-GVO (25 May 2018) can also be revoked.

Processing that took place before the revocation remains unaffected by the revocation. Example: sending a newsletter.

# For the fulfillment of contractual obligations (according to Art. 6 Abs. 1 Lit. b DS-GVO)

The purposes of the data processing arise on the one hand from the initiation of precontractual measures, which precede a contractually regulated business relationship and, on the other hand, to the fulfillment of the obligations arising from the contract concluded with you.

#### Due to legal requirements (according to Art. 6 Abs.1 Lit. c DS-GVO) or in the public interest (according to Art. 6 Abs.1 Lit. e DS-GVO)

The purposes of data processing arise from legal requirements or are in the public interest (eg compliance with retention requirements)

# In the context of balance of interests (according to Art. 6 Abs. 1 Lit. f DS-GVO)

The purposes of processing arise from the protection of our legitimate interests. It may be necessary to process the data provided by you beyond the actual performance of the contract. Our legitimate interest may be used to justify the further processing of the data you have provided, unless your interests or fundamental rights and freedoms prevail. Our legitimate interest may be in individual cases: Assertion of legal claims, defense against liability claims, prevention of criminal offenses.

In accordance with § 7 UWG, we may send you advertising by e-mail if you are our customer, you have provided us with your e-mail address and we will send you information on similar goods or services. You have the right to object to the processing of your data for this purpose at any time. Then you will not receive any promotional emails from us.

# Who receives the personal data provided by you?

Within our company, those areas have access to personal data provided by you that they need to fulfill their contractual and legal obligations and that are authorized to process this data.

In order to fulfill our contractual obligations to you, we work together with other companies. These include, among others: transport companies to ship your orders, financial services providers such as Visa / Mastercard for payments by credit card and Paypal for online payment "

In fulfillment of the contract concluded with you, the data you have provided will only be shared with those public authorities who need it for legal reasons, eg. Financial authorities, social security institutions, competent authorities and courts.

As part of our contract fulfillment, we hire contractors who contribute to fulfill contractual obligations, such as: Data center service providers, computer partners, shredders, shipping service provider etc. These contractors are contractually obliged by us to comply with the requirements of the DS-GVO and the BDSG.

#### Are the data provided by you transmitted to third countries or international organizations?

A transfer of the data provided by you to a third country or an international organization will never take place.

Should you in individual cases the transmission of the data provided by you to a Third country or an international organization, we will do so only after your written consent.

#### Does automated decision making including profiling take place?

For the processing of the data provided by you no fully automated decision making (including profiling) acc. Art. 22 DS-GVO is used.

## Duration of processing (Criteria of deletion)

The processing of the data provided by you takes place as long as it is necessary to achieve the contractually agreed purpose, as long as the contractual relationship with you exists.

After the termination of the contract, the data provided by you will be processed to comply with statutory retention requirements or our legitimate interests. After the expiry of the statutory retention periods and / or the loss of our legitimate interests, the data provided by you will be deleted.

Expected deadlines of our storage obligations and our legitimate interests:

- Fulfillment of commercial, tax retention requirements. The time limits for storage and documentation specified there are two to ten years.
- Preservation of evidence under the statute of limitations. According to §§195 ff. Of the Civil Code (BGB), these limitation periods can be up to 30 years, whereby the regular limitation period is three years.

#### Information about your rights

### Right to **rectification** according to Art. 16 DS-GVO:

You have the right to request immediate correction of your incorrect personal data from the person responsible. Taking into account the purposes of processing, you have the right to request the completion of incomplete personal data - including by means of a supplementary statement.

#### Right to erasure ("Right to be forgotten") according to Art. 17 DS-GVO:

You have the right to ask the person responsible for your data to be deleted immediately. The controller is obliged to delete personal data immediately if one of the following reasons applies:

- a) Purposes for which the personal data were collected cease to apply
- b) You revoke your consent to processing and there is no other legal basis for the processing.
- c) The personal data were processed unlawfully.
- d) The erasure of personal data is necessary to fulfill a legal obligation under Union or national law to which the controller is subject.
- e) The personal data were collected in relation to information society services offered in accordance with Article 8 (1).
- f) The personal data were collected in relation to information society services offered in accordance with Article 8 (1).

#### Right to **restriction of processing** according to Art. 18 DS-GVO & § 35 BDSG:

You have the right to request the restriction of processing if one of the following conditions is met:

- a) The accuracy of personal data is questioned by you.
- b) The processing is illegal; They refuse a deletion, however.
- c) Personal data is no longer needed for the purposes of processing; However, you need the data to assert, exercise or defend your legal rights.
- d) You have objection to the processing gem. Art. 21 para. 1 DS-GVO. As long as it is not clear whether the legitimate reasons of the person responsible prevail over you, processing will be restricted.

### Right to **data portability** according to Art. 20 DS-GVO:

You have the right to receive the data provided by you in a structured, common and machine-readable format from the person responsible. A forwarding to another responsible person may not be hindered by us.

### **Right of objection** according to Art. 21 DS-GVO:

Please contact the person responsible for processing (see above).

#### **Right of appeal** to the supervisory authority according to Art. 13 Abs. 2 Lit. d, 77 DS-GVO i. V. m § 19 BDSG:

If you believe that the processing of your data violates the GDPR, you have the right to lodge a complaint with the regulatory authority. Please contact the responsible supervisory authority.

### Withdrawal of consent according to Art. 7 Abs. 3 DS-GVO:

Is the processing based on your consent in accordance with. Article 6 (1) (a) or Article 9 (2) (a) (processing of special categories of personal data), you are entitled at any time to withdraw the appropriately bound consent without the legality of the consent given until it has been revoked Processing is touched.

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