

Transparency Statement acc. to Art. 13, 14, 21 GDPR for Applicants, Customers, Suppliers and Business Partners

Data protection is very important for our company.

With this transparency declaration we inform you how we collect and process personal data and what rights data subjects have.

1. Controller according to GDPR Art. 4 (7)

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2. Data Protection Officer

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3. Processing Purpose / Categories of Data

We process personal data (data collection, processing, or use) in order to achieve our business purpose and comply with legal guidelines as well as our own justified interests for the benefit of our employees and shareholders.

Processing occurs in particular for these categories of data subjects:

Applicants

Personal data are processed for the pre-contractual fulfillment of employment contracts and own legitimate interests. Legal basis: GDPR Art. 6 (1) litt. b and f as well as §26 BDSG nF.

Categories of personal data:

- Name data
- Address data and communication data
- Date of birth, evidence of training and qualification
- Information about the current employment status
- Certain personal data that are relevant for assessing the suitability for an activity, information about the professional career
- Application documents

Customers

Personal data are processed for the fulfillment of contracts, for the fulfillment of legal obligations and own legitimate interests. Legal basis: GDPR Art. 6 (1) litt. b, c and f.

Categories of personal data:

- Information about persons, contact data, address data, function/position of the person in the company, invoicing data, account data, purchase data, social networks

Suppliers / Service Providers

Personal data are processed for the fulfillment of contracts, for the fulfillment of legal obligations and own legitimate interests. Legal basis: GDPR Art. 6 (1) litt. b, c and f.

Categories of personal data:

- Information about persons, contact data, address data, function/position of the person in the company of the supplier, invoicing data, account data

Prospective Customers / General Business and Network Partners

Personal data are mainly processed to answer inquiries, to prepare contracts and for our own legitimate interests. Legal basis: GDPR Art. 6 (1) litt. a, b and f.

Categories of personal data:

- Information about persons, contact data, address data, function/position of the person in the company, request details, date of birth, social networks

Recipients of Personalized Information

Personal data is processed to provide general company information (e.g. company and industry brochures), seasonal information (e.g. summer mailing, Christmas mail), information about events & anniversaries (e.g. in-house trade fair, technical lectures), event-related information (e.g. condolence card) and specific technical information (e.g. industry news, technological developments). This information is provided electronically, per mail, per phone, or in person.

Legal basis: safeguarding our own justified interests pursuant to GDPR Art. 6 (1) lit. f for the continuous improvement of our business relationships, increase of our service quality, and strengthening of our customer loyalty for the benefit of our company, our employees, and our shareholders.

4. Storage Duration:

Personal data will be stored for as long as is necessary for the processing purpose (No. 3) or for legal proof and retention obligations. Applicant data without an employment contract are stored for 4 months.

Quotation data without order sequence is stored based on our legitimate interest for 12 months. Our legitimate interest is to increase the quality of our service to our prospects and customers and to minimize internal company expenses.

In case of consent:

The storage duration is based on the purpose of the consent. After revocation of consent, the processing is restricted, and the data deleted after 30 days if no statutory evidence and archiving obligations countermand this.

5. Categories of Recipients:

If necessary, personal data will be transmitted to the following categories of recipients:

- IT service providers (provide information and telecommunication services)
- Marketing service providers (creation and support of advertising measures)
- Logistic service provider (shipping of products and documents)
- Suppliers (purchase of products/services related to end customers)
- File and data destroyers (proper disposal of files and data carriers)
- Public agencies and institutions (e.g. tax agency, KfW, courts)
- Funding agencies (e.g. BafA, BWHM, RKW)
- Tax consultants (e.g. proper accounting, balance sheet calculation)
- Lawyer (e.g. defense or enforcement of claims)
- Financial service providers (e.g. banks, SCHUFA, Creditreform)
- Insurances (e.g. suretyship insurance)
- Insolvency administrator in the event of a bankruptcy

6. Data Subject Rights:

Data subjects may ask for information about their stored personal data at any time via the contact data provided above. In addition, they have the right for correction, deletion, restriction of processing, and data portability. There is no obligation to provide personal data to us. However, this may make fulfilling the purposes in No. 3 impossible or only partially possible. We do not perform automated decision-making processes or profiling. In addition, data subjects have the possibility to contact our Data Protection Officer or the responsible privacy protection agency.

7. Right to Object:

If processing occurs based on our justified interests as defined in GDPR Art. 6 (1) lit. f, an objection to this processing can be filed. This applies in particular for processing as part of direct advertising.

8. Revocation Right:

Data subjects may revoke their consent for the collection and storage of their personal data as defined in GDPR Art. 6 (1) lit.a or Art. 9 (2) lit.a through us at the contact data listed above, effective for the future. This does not affect the legality of the data processing based on the consent performed up to the revocation.

As of 09/2019