

# Data Protection Information

for customers, interested parties, suppliers and other business partners



In the following we inform you about our processing of your personal data and about your rights according to General Data Protection Regulation (GDPR).

## 1. Name and contact data of the responsible person

Responsible person according to Art. 4 para. 7 EU General Data Protection Regulation (GDPR) is the:

EMUGE-Werk Richard Glimpel GmbH & Co. KG  
Nürnberger Strasse 96-100  
91207 Lauf, Germany  
Phone: +49 9123 186-0  
Fax: +49 9123 143 13  
E-mail: info@emuge.de

## 2. Contact details of the data protection officer

For questions and information regarding the handling of your personal data, please contact our data protection officer:

EMUGE-Werk Richard Glimpel GmbH & Co. KG  
Data Protection officer  
E-Mail: datenschutz@emuge.de

## 3. Collection and processing of personal data - purpose and legal basis

We process personal data that we collect in the course of our business relations with customers, interested parties, suppliers and other business partners. This involves master data and communication data (such as contact data of contact persons for example: name, address, e-mail, phone number).

We process your personal data in compliance with the provisions of the EU General Data Protection Regulation (GDPR), the German Federal Data Protection Act and all other relevant laws.

First and foremost, data processing is carried out for the purpose of initiating a contractual relationship as well as for contract processing. The legal basis for the processing of your data is Art. 6 para. 1 lit. b) GDPR.

Furthermore, we process your personal data within the framework of balanced interests, legal basis Art. 6 para. 1 lit. f) GDPR, for the maintenance of business relationship, invitations to contact persons for trade fairs, workshops and other events as well as for marketing purposes.

If you have given us your consent to process your personal data, we will process your personal data on the basis of your consent Art. 6 para. 1 lit. a) GDPR for advertising purposes. This includes the following processes: Sending of product information and other advertising

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communication by e-mail or by postal mail (newsletter), communication on marketing campaigns, trade fairs and similar events, as well as competitions, market research and opinion research.

You can revoke your consent at any time with effect for the future. A certain formal procedure is not required here. You may withdraw your consent in writing, by e-mail or by phone. This does not affect the legality of the processing carried out on the basis of the consent up to the revocation. The revocation is effective exclusively for the future.

Furthermore, we process your personal data on the basis of legal provisions, Art. 6 Para. 1 lit. c) GDPR, for example, to fulfil commercial and tax law obligations to provide evidence as well as other legal requirements.

## 4. Categories of recipients of personal data

Within our company, only those individuals and entities who need your data to fulfill our contractual and legal obligations will have access to it.

Within our group of companies, your data will be transferred to certain companies if these companies perform data processing tasks centrally for the companies affiliated in the group.

In addition, we may transfer your personal data to other recipients outside the company group to the extent necessary to fulfil contractual and legal obligations. These are in particular:

- other suppliers/service providers to whom we transmit personal data in order to carry out the project or order, e.g. logistics or transport service providers.
- contract processors (Art. 28 GDPR) used by us, such as IT service providers, computer centres, data destruction, marketing service providers such as print shops and letter-shops.
- transmission to third parties for the fulfilment of commercial and tax obligations, as well as in the context of other legal obligations, for example to the tax office or other state authorities.

There is no active transfer of personal data to a third country unless this is necessary to fulfil the existing contract (e.g. delivery of goods to a third country).

## 5. Duration of storage

Your personal data will be stored by us for as long as it is necessary for the fulfilment of the contractual obligations or for the fulfilment of the contract.

After fulfilment of the contract, those personal data which we are legally obliged to store will continue to be stored. This regularly results from legal obligations to provide evidence and to retain data, which are regulated among others in the German Commercial Code (HGB) and the German Tax Code (Abgabenordnung). The storage periods are up to ten years. In addition, personal data may be stored for the period in which claims can be asserted against us (legal limitation period of three or up to thirty years). The data stored on the basis of your consent will be stored for as long as is necessary for advertising communication. As soon as you revoke your consent, your data will be deleted.

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## 6. Your rights

You have the following rights against us with regard to the personal data concerning you:

Right to information (Art. 15 GDPR)

Right to rectification (Art. 16 GDPR)

Right to erasure (Art. 17 GDPR)

Right to restriction of processing (Art. 18 GDPR)

Right to object to processing (Art. 21 GDPR)

Right to data portability (Art. 20 GDPR)

You have the possibility to contact the data protection officer mentioned above with a complaint. In addition, you can complain to a data protection supervisory authority about the processing of your personal data by us. The data protection supervisory authority responsible for us is:

Bayerisches Landesamt für Datenschutzaufsicht

Promenade 27

91522 Ansbach, Germany

## 7. Information about your right to object according to article 21 GDPR

If you have given your consent to the processing of your data, you can revoke it at any time. Such a revocation influences the permissibility of the processing of your personal data after you have revoked permission.

Insofar as we base the processing of your personal data on a balancing of interests, you may object to the processing. This is the case if the processing is in particular not necessary for the fulfilment of a contract with you. In the event of such an objection, we ask you to explain the reasons why we should not process your personal data as we have done. In the event of your objection, we will examine the situation and either discontinue or adapt the data processing or show you our compelling reasons worthy of protection on the basis of which we will continue the processing.

As per September 2018