

Information on how we use and handle your data and on your rights in accordance with the General Data Protection Regulation

The purpose of these remarks is to provide you with information on the processing of your personal data and on your rights under data privacy law. The individual data which is processed and the way in which this processing takes place are materially determined by the types of services which are provided and have been agreed.

Who is the data controller responsible? Whom can I contact?

Data protection officer

Our **data protection officer** may be contacted at datenschutz@emetz.de.

Why do we process your data (purposes of processing), and what is our legal basis for doing so?

We process personal data in compliance with the EU General Data Protection Regulation (GDPR) and in accordance with all other relevant laws.

1) For the performance of contractual duties (Article 6 Paragraph 1b) GDPR)

Processing of personal data (as defined in Article 4 No. 2 GDPR) takes place for the processing of orders and offers, the implementation of pre-contractual measures, the provision of services, the preparation of invoices and the delivery of goods.

The purposes of processing are primarily aligned to the service to be performed by us.

2) Within the scope of the pursuit of legitimate interests except in circumstances where such interests are overridden (Article 6 Paragraph 1f) GDPR)

Insofar as necessary, we also process your data in order to safeguard our own legitimate interests or the legitimate interests of third parties. This may, for example, be applicable in the following cases.

- Maintenance of IT security and IT operations including tests
- Prevention and investigation of criminal acts
- Statistical purposes
- Checks carried out with credit reference agencies

3) On the basis of your consent (Article 6 Paragraph 1a) GDPR, Article 9 Paragraph 2a) GDPR in conjunction with Article 7 GDPR)

If we have received your consent to process personal data for certain purposes (e.g. advertising), then such consent is deemed to be a basis for the lawfulness of this processing. Any consent given may be withdrawn at any time. Please note that withdrawal of consent is for future effect only. Withdrawal of consent is without prejudice to any processing that has taken place previously.

4) Processing on the basis of a legal obligation (Article 6 Paragraph 1c) GDPR)

We may need to process your data for the purpose of fulfillment of statutory duties. Examples here include retention periods under commercial and tax law and the possible requirement to disclose information to government authorities.

To whom is data passed on (categories of recipients)?

Data processing within the company

Our company has pooled certain data processing procedures. These processes are performed centrally by specialized corporate divisions. Your data may be processed for purposes such as telephone-based customer services and the processing of invoices and mail.

External contractors and service providers (processors)

In some cases, we use external contractors and service providers in order to ensure the proper execution of our tasks and the fulfillment of contracts. These may include companies offering shredding services, printers and providers of IT and logistics services.

Further recipients

We may also pass data onto other recipients if we are mandatorily required to do so (e.g. to law enforcement agencies and courts).

Duration of data storage

Insofar as necessary, we will process and store your data for the duration of our business relationship. This also encompasses the initiation and processing of contracts/orders. We are also bound by various duties of retention pursuant to German Commercial Code and other legislation. Duration of storage according to statutory limitation periods is usually 3 years, but this requirement may extend to as much as 30 years in certain circumstances.

Data transfer to third countries

Data transfer to third countries (states outside the EU and European Economic Area, EEA) only takes place to the extent that this is necessary for the execution of a contract/order/business relationship including for the purpose of the initiation of contracts/orders/business relationships and to the extent that such a data transfer is permissible in accordance with the relevant prerequisites under data protection law.

Rights of the data subject

You may use the contact details stated above to obtain information regarding personal data concerning you which is being stored (Article 15 GDPR). Under certain circumstances, you can also request the rectification or deletion of your data (Articles 16 and 17 GDPR). You have the right to obtain restriction of the processing of your personal data (Article 18 GDPR). You further have the right to receive personal data held on you in a structured, commonly used and machine-readable format (Article 20 GDPR).

Is there a duty to provide data?

Within the scope of initiating or maintaining business relations with us, you are generally only required to provide the data we need in order to establish, implement or terminate such relations. If the necessary data is not provided, we may be compelled to refuse the establishment of a business relationship. It may also be the case that we are unable to conduct business relations or even may be forced to end them.

Right to complain

You have the right to lodge a complaint with the data protection officer stated above or with a data protection supervisory authority.

Right to object to direct advertising

You have the right to object to the processing of your personal data for the purpose of direct advertising.

If we are processing your data for the purpose of the pursuit of our legitimate interests, you may object to such processing if your particular situation gives rise to reasons why data processing is not appropriate.