



## **Transparency and information obligations for customers, contractual partners and interested parties (m/f/i) of Sielaff GmbH & Co. KG**

according to the EU General Data Protection Regulation (GDPR)

With this document, we would like to inform you about the processing of your personal data by Sielaff GmbH & Co. KG and the rights to which you are entitled under data protection law.

### **Responsible body (controller) and data protection**

Sielaff GmbH & Co. KG  
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Tel.: +49 9825 18-0  
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Contact information of the data protection officer:  
datenschutz@sielaff.de

### **Categories of data / data sources**

We process the following personal data within the framework of the contractual relationship and for the initiation of a business relationship:

For business customers:

- Contact data (e.g. first/surname of current and previous contact persons, if applicable, name affixes, company name and address (employer), telephone number including extensions, business e-mail address)
- Occupational data (e.g. department including position)

As a matter of principle, we collect your personal data directly from you within the framework of current contractual transactions and the underlying relationship or in the framework of the initiation of a business relationship. In certain constellations, your personal data may exceptionally also be collected from other sources. This includes event-related queries on relevant information from credit agencies, in particular with regard to credit risk assessments and former credit behaviour.

### **Purposes and lawfulness of data processing**

When processing your personal data, the provisions of the GDPR, local data protection laws and other relevant legal provisions are always observed.



Your personal data is exclusively processed for the execution of pre-contractual measures (e.g. for the preparation of offers for products or services) and/or for the fulfilment of contractual obligations (e.g. for the execution of our services or for sales/order/payment processing), (Art. 6 para. 1 lit. b GDPR) or if there is a legal obligation for processing (e.g. due to tax regulations) (Art. 6 para. 1 lit. c GDPR). Personal data was originally collected for these purposes.

Of course, your consent may also constitute a legal basis for the processing of your personal data (Art. 6 para. 1 lit. a GDPR). Before you grant such consent, we will inform you about the purpose of the data processing and about your right of revocation according to Art. 7 para. 3 GDPR.

Sielaff GmbH & Co. KG is also interested in maintaining the customer relationship with you and in sending you information and offers about our products / services (technical and sales information) by e-mail or by post. Therefore, we process your data in order to send you relevant information and offers (Art. 6 para. 1 lit. f GDPR).

Your personal data will only be processed for the detection of criminal offences if the requirements of Art. 10 GDPR are met.

#### **Duration of data storage**

We will delete data as soon as your data is no longer needed for the above-mentioned purposes or in the event that you revoked your consent. Data will only be stored beyond the existence of the contractual relationship only in cases in which we are either obliged or entitled to do so. Regulations, which oblige us to keep data, can for example be found in commercial or tax laws. This may result in a storage period of up to ten years. In addition, statutory limitation periods must be observed.

#### **Data recipients / categories of recipients**

In our company, we make sure that only those departments and individuals receive your data that need them to fulfil contractual and legal obligations.

In many cases, service providers support our specialist departments in fulfilling their tasks. In this case, the necessary data protection agreements have been concluded with all service providers.

In addition, in legally required cases, we are required to transmit certain information to public authorities, such as: tax authorities, law enforcement authorities and customs authorities.

#### **Intention to transfer data to a third country**

A transfer of data to third countries (outside the European Union or the European Economic Area) only takes place if this is necessary for the execution of the underlying relationship or required by law or if you have given us your consent. We do not transfer your personal data to any service provider or to affiliates outside the European Economic Area.



### **Rights of data subjects**

Your rights as a data subject are set out in Articles 15 - 22 GDPR, and include.

- The right to access (Art. 15 GDPR)
- The right to rectification (Art. 16 GDPR)
- The right to erasure (Art. 17 GDPR)
- The right to restriction of processing (Art. 18 GDPR)
- The right to object to processing (Art. 21 GDPR)
- The right to data portability (Art. 20 GDPR)

To exercise these rights, please contact: [datenschutz@sielaff.de](mailto:datenschutz@sielaff.de). The same applies if you have questions about data processing in our company or want to revoke your consent. You can also lodge a complaint against data processing with a data protection supervisory authority.

### **Obligation to provide data**

Certain personal data needs to be provided in the framework of our contractual/business relationship as such data are necessary for the establishment, execution and termination of the contractual relationship and the fulfilment of the associated contractual and legal obligations. Without the provision of such data, an execution of the above tasks and duties is not possible.

### **Automated individual decision-making**

We do not use any automated decision-making.