

HELMUT RÜBSAMEN GmbH + Co. KG

METALLDRÜCKEREI
UMFORMTECHNIK

Carl-Goerdeler-Allee 6
56470 Bad Marienberg

Data protection information according to GDPR

Bad Marienberg, August 26, 2021

Ladies and gentlemen,

in accordance with the EU General Data Protection Regulation (GDPR), which came into force on 25 May 2018, and the associated obligation we want to inform you about your personal data processed by us and your rights under data protection law.

The security of all business data and the protection of your personal data are important to us, as they form the basis for a trusting and sustainable cooperation.

1. Name and contact details of the data controller and the data protection officer

Responsible: Helmut Rübsamen GmbH & Co KG,
Represented by the managing director Thomas Röttger, Stephan Paul
Carl-Goerdeler-Allee 6
56470 Bad Marienberg
Phone: ++49 2661-9851-0
Fax: ++49 2661-9851-51
Email: info@helmut-ruebsamen.de
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Data protection officer:
Daniela Pröckl
Phone: ++49 2661-9851-0
Fax: ++49 2661-9851-51
Email: datenschutz@helmut-ruebsamen.de

2. The purposes for which the personal data are to be processed and the legal basis for the processing

We process your personal data which we receive from you or third parties in the course of business relationships. These are usually contact data (name, address, telephone number and email address) and - if necessary in the context of business transactions - bank and payment (transaction) data (bank, account details, intended use, if necessary credit card information), information from publicly available sources, information databases and credit agencies (e.g. Internet, commercial register, business information agency) as well as other data which you voluntarily provide to us in the course of processing a project or a contractual relationship or in the course of initiating a contract.

We process your personal data on the basis of the legal bases described below and for the purposes of contract initiation, contract execution and termination of contractual relationships (Art.

6 Para. 1 lit. b GDPR), e.g. to process your inquiries, to advise you, to fulfil a contract (e.g. delivery or provision of a service and payment processing), general communication with business partners, e.g. answering inquiries about products and services, contract negotiations, etc. We do not share your personal data with third parties. In particular, data processing is carried out for the following purposes

- to identify you as a customer / supplier,
- to correspond with you,
- for invoicing.

Further basics for the processing of your personal data result from

- a consent granted by you pursuant to Art. 6 Para. 1 lit. a GDPR , e.g. sending of information material
- statutory requirements pursuant to Art. 6 Para. 1 lit. c GDPR, e.g. for the fulfilment of commercial and tax retention periods or reporting / information obligations to authorities
- a legitimate interest pursuant to Art. 6 Para. 1 lit. f GDPR, e.g. provisions
 - for IT security or to ensure orderly business operations
 - for the protection of the house right
 - for the assertion of legal claims and defence in the event of legal disputes which are not directly attributable to the contractual relationship
 - for building and plant safety, insofar as general duties of care are concerned beyond this, e.g. safety inspection
 - to obtain information and exchange data with credit agencies, insofar our economic risk is exceeded.

Automated decision making including profiling does not take place.

We process your personal data in accordance with the provisions of the GDPR under observance of the respective national data protection laws.

3. Passing on of data

Within our company, those departments will have access to the data which they need to fulfil our contractual or legal obligations. Service providers and auxiliary persons used by us may also receive data for these purposes, e.g. service providers in the areas of IT, compliance service, logistics, telecommunications, debt collection and consulting.

In the case of a legal obligation, personal data is generally passed on to public bodies, institutions and authorities.

If necessary, your data will be passed on to lawyers, authorities and courts for the purpose of assertion, exercise or defence of legal claims.

Otherwise your data will only be passed on if you give us your consent.

The data passed on may only be used by third parties for the stated purposes.

Data processing takes place exclusively in Germany.

4. Duration of storage

Your data will be stored within the legal retention periods and documentation requirements, as long as this is necessary for the fulfilment of our contractual and legal obligations. As a rule, personal data is deleted after the legal (primarily commercial and tax law) retention periods have expired. As far as the personal data are not affected by the legal storage obligations, they will be deleted if they are no longer necessary for the purposes described in point 2 above. A different storage period may exist if you have consented to this when the data were collected.

Individual relevant retention periods are:

- Compliance with tax and commercial law storage and documentation obligations, e.g. from HGB (German Commercial Code), StGB (German Penal Code) or AO (German Tax Code), which require longer storage, as a rule between six and ten years;
- Preservation of evidence within the statute of limitations. These can be for a period of up to 30 years according to §195 ff of the German Civil Code, whereby the regular limitation period is 3 years.

5. Rights of the persons affected

You have the right

- to revoke your consent to us at any time in accordance with Art. 7 Para. 3 GDPR. As a result, we may no longer process your personal data based on this consent for the future;
- to request a confirmation pursuant to Art. 15 GDPR as to whether personal data concerning you are processed; is this the case, to request information about your personal data processed by us. In particular, you may request information about the purposes of processing, the categories of personal data, the categories of recipients to whom your data has been or will be disclosed, the planned storage period, the existence of a right of appeal, the origin of your data, unless we collected it, and the existence of an automated decision making process including profiling and, if applicable, meaningful information about its details;
- in accordance with Art. 16 GDPR, to immediately demand the correction of incorrect data or completion of personal data stored by us;

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- to request the deletion of your personal data stored by us in accordance with Art. 17 GDPR, unless - among other things - the processing is necessary to exercise the right to freedom of expression and information or to fulfil a legal obligation or to assert, exercise or defend legal claims;
- to demand the restriction of the processing of your personal data in accordance with Art. 18 GDPR;
- to receive your personal data, which you have provided to us, in a structured, common and machine-readable format in accordance with Art. 20 GDPR and/or to request the transmission to another person in charge and
- to complain to the supervisory authority pursuant to Art. 77 GDPR. As a rule, you can contact therefore the supervisory authority of your usual place of residence or workplace or company headquarters.

6. Additional right: right of objection

If your personal data are processed on the base of legitimate interests pursuant to Art. 6 Para.1 lit. f. GDPR and/or pursuant to Art. 6 Para.1 lit. e GDPR , you have the right to object to the processing of your personal data in accordance with Art. 21 GDPR , provided that there are reasons for this arising from your particular situation. If you wish to exercise your right of objection, simply send an e-mail to the e-mail address specified under point 1.

Best regards

Helmut Rübsamen GmbH & Co.KG