

Data protection information from Zimmermann Technische Federn GmbH

Why does this document exist?

It is very important for Zimmermann Technische Federn GmbH to observe all applicable data protection regulations. The General Data Protection Regulation (GDPR) and the new Federal Data Protection Act (BDSG) stipulate that we fulfill comprehensive information obligations, which we consider right and take this responsibility very seriously. In the following text we therefore explain to you which information, including so-called "personal data", we process about you as a business partner and inform you about the rights you have against Zimmermann Technische Federn GmbH with regard to your personal data.

This information should be written in such a way that legal laypeople can understand it - we hope we succeeded. Should you find any individual points unclear, please contact us - we will be happy to explain our extensive data protection measures to you personally.

Who is this data protection information aimed primarily at?

This information is primarily intended for our business partners: "Business partners" are customers or suppliers who want to conclude or have concluded contracts with us for the delivery of products or the provision of services. But there are also companies, organizations or natural persons with whom we have not concluded any contracts for deliveries or services, but with whom we exchange information regularly or in individual cases. For example, these are partner companies from the professional associations to which we are affiliated and with whom we build, exchange and improve specialist knowledge in order to optimize our services and products.

However, it is also aimed at every other person whose data we process:
Our overriding principle for the processing of your personal data is: We will only process personal data if we are legally permitted to do so or if the person concerned, e.g. you, has given us express consent.

Who is responsible for data processing?

The person responsible for the processing of your personal data under data protection law is our company, the

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When we write "we", "us" or "the company" in this data protection information, we always mean our company, Zimmermann Technische Federn GmbH.

We have appointed a data protection officer because we are legally obliged to do so - but also because we consider this function to be very important. He is available to you at any time if you have any questions about the processing of your personal data. You can reach him either via our contact details above or simply and directly via his email address: datenschutz@pcs-bz.de .

Which data do we process?

Of course, we can only exchange information or do business with our business partners if we process data from them: Company name and address are therefore at least necessary, but these alone are usually not personal data.

However, if the data allow conclusions to be drawn about a natural person, it becomes personal data, which can already be the case if the company name contains the name of the owner, or in the case of registered business people or freelancers. Completely independent of the legal form of our business partners, we usually also process data on their contact persons in the company, i.e. their names and contact details such as email addresses or telephone numbers. Therefore, please make this data protection information available to people within your organization who are involved in the business relationship with us, e.g. B. our contact persons in your company.

Base data:

We refer to the essential data on your company, the contact persons and our business relationship (e.g. a contract) as master data. These include B. the company name, the contract data and the names of the contact persons.

In particular, the master data includes:

- all information that we receive when initiating or opening the business relationship or that we have requested from our contractual partner or the contact person (e.g. first and last name, functional description, address and other contact details, as well as telephone and mobile phone data, bank details, tax Data),
- such data that we ourselves have collected in connection with the initiation or opening of the business relationship (in particular the details that we need to create and transmit information to you, consultation protocols or information on processes in your company, provided that they are for our Work is necessary, as well as information to prepare offers or invoices or to conclude contracts).

History data:

Of course, we also process personal data that arise during our business relationship and that go beyond simply changing the master data. We call this type of data historical data.

This category mainly includes:

- Data on the products and services that have been delivered or provided by our business partners on the basis of the contracts concluded;
- Data on products and services based on the existing or completed Contracts have been delivered or performed by us;
- Information that our business or contact persons have made available to us themselves or at our request;
- Information on the business activities of our business partners that we receive from themselves, the contact persons or third parties or from public sources;
- Personal data that we receive in any other way from you, our business partners, the contact persons or from third parties or from publicly accessible sources.

We can also store personal data from third parties on the master or historical data to the extent permitted by law, such as information on the economic situation of our business partners. This can be, for example, data from credit agencies in order to be able to assess business risks, such as possible payment defaults.

For what purposes and on what legal basis do we process personal data?

- We process master and historical data to implement the contracts concluded with our business partners or to carry out pre-contractual measures, such as B. Offers or other

correspondence on the basis of Article 6 Paragraph 1 b) GDPR. Regardless of the legal form of the business partner, we process master and historical data with reference to one or more contact persons in order to safeguard our legitimate interest in the business relationship in accordance with Article 6 Paragraph 1 f) GDPR.

- Due to legal obligations to which we are subject, we can process master and historical data in accordance with Art. 6 Para. 1 lit c) GDPR. Above all, the mandatory reports to tax and other authorities belong to this category.
- In addition, our legitimate interest or the legitimate interest of third parties allows us to process master and historical data on the basis of Art. 6 Para. 1 lit. f) GDPR. If necessary, we process information about the execution of contracts with business partners and about the fulfillment of legal obligations. Our legitimate interests include
 - the clarification of economic risks in connection with our business relationships, such as payment defaults,
 - the assertion of legal claims and the defense in legal disputes;
 - the prevention and investigation of criminal offenses;
 - the control and optimization of our business activities including risk management.
- Insofar as we give a natural person the option of granting consent to the processing of their personal data, we only process the data included in the consent for the purposes stated in the consent on the basis of Article 6 (1) lit. a) GDPR.

Your right to withdraw consent

The General Data Protection Regulation (GDPR) grants you in Art. 7 an extensive right to withdraw your consent. It is particularly important that

- giving us consent is always voluntary;
- if you do not want to give us your consent or if you want to withdraw a given consent, which may have certain consequences, about which we will inform you before or when you give your consent,
- a consent given to us can be revoked at any time with effect for the future. You can do this e.g. B. by a message by post, fax or e-mail via one of the above under "Who is responsible for data processing?" do mentioned contact options.

Is there an obligation to provide personal data?

We cannot open a business relationship with you without data. Therefore, the collection or provision of the above-mentioned master and historical data is always required, unless we indicate otherwise when collecting the data.

Should we also collect personal data, we will inform you at the time of collection whether the provision of this information is required by law or contract or is necessary for the conclusion of a contract. We usually mark the data that you can provide voluntarily and the collection of which is not based on an obligation or is not necessary to conclude a contract.

Who receives personal data from us?

Your personal data are generally processed within our company. Depending on the specific type of personal data, only the departments and persons in our company have access to the data to the extent that they need to carry out the purpose of the processing. To ensure this, we use a role and authorization concept. The departments mainly include accounting and

salesdepartment and, depending on the type of service agreed, the various service departments. Since we usually process data with the help of our IT, our internal IT staff also process personal data to a limited extent.

We can also transfer personal data to third parties outside of our company to the extent permitted by law. These external recipients can include in particular

- The service providers engaged by us who provide services for us on a separate contractual basis, which may also include the processing of personal data, as well as the subcontractors of our service providers engaged with our consent;
- Non-public and public bodies, insofar as we are obliged to transmit your personal data due to legal obligations.

Do we use automated decision-making?

In principle, we do not use automated decision-making within the meaning of Article 22 GDPR for our business relationships; this includes, above all, profiling. If we do use such procedures in individual cases, we will inform the data subjects to the extent required by law.

Will data be sent to countries outside the EU or to international Organizations submitted?

The processing of personal data takes place exclusively within the EU or the European Economic Area; a transfer to third countries is not planned.

How long is personal data stored?

Personal data is generally stored by us as long as we have a legitimate interest in storing it and the interests of the person concerned in not continuing to store it do not prevail.

Without a legitimate interest, we can also save the data if we are legally obliged to do so, for example to fulfill tax retention obligations. We delete personal data as soon as it is no longer necessary to fulfill the purpose of processing or the storage is otherwise legally inadmissible. The deletion happens without the person concerned having to ask us to do so.

As a rule, we store master data and historical data at least until the business relationship has ended. The data will be deleted at the latest when the purpose of storage has been fulfilled, even if this only occurs after the business relationship has ended. If we have to store personal data to fulfill retention obligations, they will be stored until the respective retention obligation ends. If we areStore related data only to fulfill the retention obligations, these are usually blocked in such a way that processing is only necessary for the purpose of the retention obligation (e.g. for disclosure to tax authorities).

What rights do data subjects have?

Every data subject has the right

- for information on the personal data stored about you in accordance with Article 15 GDPR;
- to correct incorrect or incomplete data in accordance with Art. 16 GDPR;
- on deletion of personal data, acc. Art. 17 GDPR;
- to restriction of processing, acc. Art. 18 GDPR;
- on data portability, acc. Art. 20 GDPR, and
- to object to the processing of your personal data, according to Art. 21 GDPR.

To exercise your rights, you or the person concerned can at any time, e.g. B. via one of the in the section "Who is responsible for data processing?" contact us.

If you have any questions about the processing of personal data, you or the person concerned can contact our data protection officer at any time.

A data subject is also entitled according to Art. 77 GDPR to lodge a complaint with a competent supervisory authority for data protection.

The contact details of all German supervisory authorities can be found under this link at the Federal Commissioner for Data Protection and Freedom of Information (BFDI):

https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/AufsBehoerdFuerDenNichtOeffBereich/AufsichtsbehoerdenNichtOeffBereich_liste.html

Thank you for your interest in our data protection information.

Your Zimmermann Technische Federn GmbH