

## **Mandatory information pursuant to Art. 12 ff. DS-GVO for the processing of personal data of interested parties and customers**

### **Contact details of the data controller**

Company:	Josef Wiegand GmbH & Co. KG
data controller:	Hendrik Wiegand
Address:	Landstraße 12, 36169 Rasdorf
Telephone:	06651 - 9800
Email:	info@wiegandslide.de

### **Contact details of the external data protection officer**

Company:	BerlsDa GmbH
Name:	Daniel Dreijalts
Address:	Justus-Liebig-Str. 4
Telephone:	0661/29 69 80 90
Email:	datenschutz@berisda.de

### **What personal data do we collect and where do we obtain it from?**

- **Master data (names, first names)**
- **Contact details (address, email address, telephone numbers)**
- **Order data**
- **Offer and invoice data**

Your personal data will always be collected directly from you when you contact us, during consultation appointments or at trade fairs.

### **Purposes and legal basis of the processing**

The personal data provided by you will be processed in accordance with the provisions of the European Data Protection Ordinance (DS-GVO) and the new Federal Data Protection Act (BDSG-new):

- **For the fulfilment of contractual obligations (pursuant to Art. 6 para. 1 lit. b DS-GVO)**  
The purposes of the data processing result on the one hand from the introduction of pre-contractual measures which precede a contractually regulated business relationship and on the other hand from the fulfilment of the obligations from the contract concluded with you.
- **Based on legal requirements (pursuant to Art. 6 para. 1 lit. c DS-GVO) or in the public interest (pursuant to Art. 6 para. 1 lit. e DS-GVO)**  
The purposes of data processing result from legal requirements or are in the public interest (e.g. compliance with storage obligations, proof of compliance with the tax consultant's duties to inform).
- **As part of the balancing of interests (pursuant to Art. 6 para. 1 lit. f DS-GVO)**  
The purposes of the processing result from the protection of our legitimate interests. It may be necessary to process the data provided by you beyond the actual fulfilment of the contract. Our legitimate interest may be used to justify the further processing of the data provided by you, provided that your interests or fundamental rights and freedoms do not prevail. Our

legitimate interest can be in individual cases: assertion of legal claims, defence against liability claims and prevention of criminal offences.

- **Based on consent (pursuant to Art. 6 para. 1 lit. a DS-GVO)**

The purposes of the processing of personal data result from the granting of consent. Consent given can be revoked by you at any time with effect for the future. Consent given before the DS-GVO came into force (25 May 2018) can also be revoked. Processing that took place before the revocation remains unaffected by the revocation

### **Who receives the personal data provided by you?**

Within our company, those areas that require personal data provided by you in order to fulfil their contractual and legal obligations and that are entitled to process such data are granted access.

As part of our service provision, we commission contract processors who contribute to the fulfilment of contractual obligations, e.g. computer centre service providers, EDP partners, document shredders, etc., to process your personal data. These contract processors are contractually obliged by us to maintain professional secrecy and to comply with the requirements of the DS-GVO and the BDSG-new

### **Will the data you provide be transferred to third countries or international organisations?**

The data you provide will never be transferred to a third country or an international organisation. If, in individual cases, you wish the data provided by you to be transferred to a third country or an international organisation, we will only do so with your written consent.

### **Does automated decision making, including profiling, take place?**

No fully automated decision making (including profiling) in accordance with Art. 22 DS-GVO is used to process the data you provide.

### **Duration of processing (deletion criteria)**

The processing of the data provided by you will take place as long as it is necessary to achieve the contractually agreed purpose, in principle as long as the contractual relationship with you exists. After termination of the contractual relationship, the data provided by you will be processed to comply with legal storage obligations or on the basis of our legitimate interests. After the expiry of the statutory retention periods and/or the loss of our legitimate interests, the data provided by you will be deleted.

Expected periods of the storage obligations applicable to us and our legitimate interests:

- statutory retention periods

### **Information about your rights**

- Right to **rectification** pursuant to Art. 16 DS-GVO:  
You have the right to demand the correction of your incorrect personal data immediately from the data controller. Taking into account the purposes of the processing, you have the right to request the completion of incomplete personal data — including by means of a supplementary declaration.
- Right to **deletion ("right to be forgotten")** pursuant to Art. 17 DS-GVO:  
You have the right to demand that the data controller delete your data immediately. The data controller is obliged to delete personal data immediately if one of the following reasons applies:

- a) The purposes for which the personal data was collected are not applicable.
- b) You revoke your consent to the processing. There is no other legal basis for the processing.
- c) You object to the processing. There is no other legal basis for the processing.
- d) The personal data has been processed unlawfully.
- e) The deletion of personal data is necessary to fulfil a legal obligation under Union law or the law of the Member States to which the data controller is subject.
- f) The personal data concerning you was collected in relation to information society services offered pursuant to Article 8 para. 1.

- **Right to limitation of processing** pursuant to Art. 18 DS-GVO & § 35 BDSG-new:

You have the right to request that the processing be restricted if one of the following conditions is met:

- a) The accuracy of the personal data is doubted by you.
- b) The processing is unlawful, but you refuse to delete it.
- c) Personal data is no longer needed for the purposes of the processing, but you do need the data to assert, exercise or defend legal claims, or
- d) You have lodged an objection against the processing pursuant to Art. 21 (1) DS-GVO. As long as it is not yet clear whether the justified reasons of the data controller outweigh those from you, the processing will be restricted.

- **Right to data transfer** pursuant to Art. 20 DS-GVO:  
You have the right to receive the data provided by you in a structured, common and machine-readable format from the data controller. Forwarding to another data controller must not be hindered by us.

- **Right of objection** pursuant to Art. 21 DS-GVO:  
To do this, please contact the data controller for processing (see above).

- **Right of appeal** to the supervisory authority pursuant to Art. 13 para. 2 lit. d, 77 DS-GVO  
i. c w § 19 BDSG-new:

If you are of the opinion that the processing of your data violates the DS-GVO, you have the right to lodge a complaint with the supervisory authority. To do so, please contact the competent supervisory authority

The supervisory authority responsible for us is:  
*The Hessian Commissioner for Data Protection and Freedom of Information*

- **Withdrawal of consent** pursuant to Art. 7 para. 3 DS-GVO:  
If the processing is based on your consent pursuant to Art. 6 para. 1 lit. a or Art. 9 para. 2 lit. a (processing of special categories of personal data), you are entitled at any time to **withdraw the purposefully bound consent** without affecting the legality of the processing carried out on the basis of the consent until revocation.