

## Data protection information for our business partners

Compliance with data protection regulations is a high priority for us. In the following, we would like to inform you as a business partner or as the contact person of a corresponding business partner responsible for us about the collection and processing of your personal data.

### Person responsible

The controller responsible for data processing is HEDELIUS Maschinenfabrik GmbH, Sandstraße 11, 49716 Meppen, **phone: 05931 98190, e-mail: info@hedelius.de.**

### Type of data

As part of our business relationship, you must provide the personal data that is necessary for the establishment, implementation and termination of a business relationship and for the fulfilment of the associated obligations, which we are legally obliged to collect or which we are entitled to collect on the basis of legitimate interests. Without this data, we will generally not be able to enter into a business relationship with you.

If you as a business partner or your company enter into a business relationship with us, we therefore generally process the following personal data:

- Title, first name, surname,
- a valid e-mail address
- Address of the business partner,
- Business telephone number (landline/mobile)
- the necessary offer and contract information (e.g. subject of the business relationship, type of service, price information, execution modalities, execution date, information on due date),
- Information relating to the implementation of the business relationship (correspondence data, any warranty issues, duration of the business relationship),
- If applicable, tax number, HRB number and business bank details

### Purpose and legal basis of data processing

#### For the fulfilment of contractual obligations (Art. 6 para. 1 sentence 1 b) GDPR)

The processing of your personal data may be necessary for the performance of pre-contractual measures that precede a contractually regulated business relationship or for the fulfilment of obligations arising from a contract concluded with you. This may include, for example, the processing of purchase orders, deliveries or payments or the preparation and response to requests for quotations from individuals to determine the establishment or terms of a contractual relationship.

#### For the fulfilment of a legal obligation (Art. 6 para. 1 sentence 1 c) GDPR)

The purposes of data processing arise in individual cases from legal requirements. These legal obligations include, for example, the fulfilment of retention and identification obligations, e.g. in the context of requirements for the prevention of money laundering, tax control and reporting obligations, commercial and foreign trade law or sanction law regulations and data processing in the context of enquiries from authorities.

#### For the fulfilment of legitimate interests (Art. 6 para. 1 sentence 1 f) GDPR)

It may also be necessary to process your personal data to protect legitimate interests. The legitimate interests are, in particular, the conclusion or performance of contracts and other business relationships

with our business partners for whom you may be working as a representative or employee. Furthermore, legitimate interests are internal administrative purposes (e.g. for accounting or process and workflow optimisation) or the selection of suitable business partners, securing our company's IT infrastructure and conducting compliance investigations, asserting legal claims, defending against liability claims, ensuring building and plant security or preventing criminal offences and settling claims resulting from the business relationship.

When a contract is concluded, we collect data on your creditworthiness via credit agencies in order to fulfil the above-mentioned legitimate interests. We use the credit rating data from the credit agencies to check your creditworthiness. The credit agencies store data that they receive from banks or companies, for example. This data includes, in particular, surname, first name, date of birth, address and information on payment behaviour. You can obtain information about the data stored about you directly from the credit agencies.

If you participate in the conclusion of a contract offered by us by means of a digital signature (e.g. Adobe Sign), we process your data, in particular your e-mail address, IP address and the times at which you have processed the respective contract document, e.g. approved, displayed or digitally signed, in each case with the time and date. Our legitimate interest lies in the efficient and fast digital processing of contract signatures and the corresponding logging of the signature process for verification purposes. It is also possible to sign certain contracts with a so-called qualified electronic signature. In this case, we also process the certificate data of your signature in addition to the aforementioned data. Our legitimate interest here is to check whether you have a valid qualified electronic signature, which can be used to replace a possible legal requirement for the written form. A prerequisite for the use of a qualified electronic signature is registration with a trust service provider (e.g. D-Trust / Bundesdruckerei), which you must carry out yourself. However, the respective provider processes the data you provide during registration under its own responsibility and not on our behalf.

#### **On the basis of consent (Article 6(1)(1)(a) GDPR)**

In addition, the processing of your personal data may be based on voluntary consent within the meaning of Art. 6 para. 1 sentence 1 a) GDPR.

#### **Obligation to provide your personal data**

As part of our business relationship, you must provide the personal data that is necessary for the establishment, implementation and termination of a business relationship and for the fulfilment of the associated obligations, which we are legally obliged to collect or which we are entitled to collect on the basis of legitimate interests. Without this data, we will generally not be able to enter into a business relationship with you.

#### **Storage period/criteria for determining the storage period**

The personal data will be stored for as long as is necessary to fulfil the above-mentioned purposes or for as long as there are statutory or contractual retention obligations (of particular relevance here are the statutory retention obligations under the German Commercial Code (HGB) and the German Fiscal Code (AO), which provide for retention for up to twelve years) or you have consented to storage beyond this period in accordance with Art. 6 para. 1 sentence 1 a) GDPR.

#### **Recipients/categories of recipients of your data**

Within the scope of contractual relationships, to fulfil legal obligations and to protect legitimate interests, processors, authorities or service providers also receive access to your personal data.

Compliance with data protection regulations is ensured by contract. The data may also be transmitted to HEDELIUS Vertriebsgesellschaft mbH for the fulfilment of contractual obligations or on the basis of legitimate interest.

In the case of contracts concluded using a digital signature, your data is also accessible to all persons involved in the approval and signing of the contract, as they receive a log after the contract has been signed in which all processing steps, including e-mail address, IP address, date and time can be seen. Furthermore, your data may be accessible to the respective service providers that we use for the corresponding digital signature process. In the case of Adobe Sign, this is Adobe Systems Software Ireland Limited, 4-6 Riverwalk, City West, Business Campus, Saggart D24, Dublin, Ireland. If a qualified electronic signature is used for digital contract conclusions, your data is also accessible to D-Trust GmbH, Kommandantenstraße 18, 10969 Berlin, Germany, as they check the validity of the signature.

If we transfer personal data to recipients outside the European Economic Area (EEA), the transfer will only take place if the third country has been confirmed by the EU Commission to have an adequate level of data protection, an adequate level of data protection has been agreed with the data recipient (e.g. by means of EU standard contractual clauses), or you have given us your consent to do so.

### **Your data protection rights**

You have the right to receive information about the personal data stored about you free of charge upon request (Art. 15 para. 1 GDPR). In addition, if the legal requirements are met, you have the right to rectification (Art. 16 GDPR), erasure (Art. 17 GDPR) and restriction of processing (Art. 18 GDPR) of your personal data and to data portability (Art. 20 GDPR).

**You have the right to revoke your consent at any time with effect for the future** if the data is processed on the basis of Art. 6 para. 1 sentence 1 lit. a or Art. 9 para. 2 lit. a GDPR. Please send your cancellation to: [office@datenschutz-nord.de](mailto:office@datenschutz-nord.de).

**You have the right to object to data processing in accordance with Art. 21 GDPR** if the data is processed on the basis of Art. 6 para. 1 sentence 1 lit. e or f GDPR. Please send your objection to: [office@datenschutz-nord.de](mailto:office@datenschutz-nord.de).

You also have the right to lodge a complaint with a data protection supervisory authority. The data protection supervisory authority of the federal state in which you live or in which the controller has its registered office or in which the breach of data protection occurred is responsible.

You can contact our data protection officer via datenschutz nord GmbH, Konsul-Smidt-Str. 88, e-mail: [office@datenschutz-nord.de](mailto:office@datenschutz-nord.de), telephone: 0421 69 66 32-0.

When contacting our data protection officer, please indicate the above-mentioned person responsible.