



 Privacy Notices according to the EU General Data
Protection Regulation for **Business Partners**

valid from 05.2018 (EN)

The information below is intended to give you an overview of how AVITEQ process your personal data and your rights under the data protection law. Which data are specifically processed depends mainly on the type and scope of the existing business relationship.

Please relay this information to current and future persons authorized to represent your company and to contact persons in your company.

1. Who is responsible for processing your personal data and who can you contact?

Responsible contact:

AVITEQ Vibrationstechnik GmbH
Im Gotthelf 16
65795 Hattersheim
Telefon: +49 6145 503-0

You can contact our **Data Protection Manager** at the mentioned address and telephone number, as well as by email: dsb@aviteq.de

2. How do we collect the data and who uses them?

As part of informing about our business development we obtain the data from sources in the public domain (e.g. commercial registers, press, Internet) at the one hand and on the other we process the following data categories of our business partners (based on consent granted):

2.1. Interested persons

- Personal/contact data (e.g. first name, surname, if applicable, company name, address, (mobile) telephone number, telefax, email)
- Communication data in connection with correspondence (emails, letters)

2.2. Customers, suppliers, service providers

- Personal/contact data (e.g. first name, surname, if applicable, company name, address, (mobile) telephone number, telefax, email)
- Contractual and billing data (e.g. bank details, goods ordered, date of invoice)
- Communication data in connection with correspondence (emails, letters)
- Legitimation data (e.g. identification documents), authentication data (e.g. signature samples), Schufa (credit rating agency) score

2.3 Supervisory board members, general managers and other contact persons of subsidiaries and associates of AVITEQ

- Personal/contact data (e.g. first name, surname, if applicable, company name, address, (mobile) telephone number, telefax, email)
- Communication data in connection with correspondence (emails, letters)
- Data from internal events

3. For what purpose is your data processed and on what legal basis?

The subject of our company is the vibration technology with all related technical and commercial services. The data processing takes place for these purposes and in compliance with the regulations defined under the EU General Data Protection Regulation (GDPR), the German Federal Data Protection Act (Bundesdatenschutzgesetz – BDSG) as well as all other pertinent laws (e.g. German Commercial Code – HGB), German Fiscal Code (Abgabenordnung – AO) etc.).

3.1 For the performance of a contract or for pre-contractual measures (Art. 6 (1b)) GDPR)

Only for the purpose of performing contracts with our customers, suppliers and service providers the personal data are processed. This also includes the performance of pre-contractual measures upon request by the business partner.

3.2 In the context of the balancing of interests (Art. 6 (1 f)) GDPR)

If necessary, we process your data beyond the actual performance of the contract with a view to safeguarding the justifiable interests of ourselves or of third parties. Examples:

- For advertising purposes and marketing/opinion research provided that you have not objected to the use of your data
- For the reviewing and optimization of processes for analyzing requirements and for addressing the customer directly
- Assertion of legal claims and defense in litigation
- For ensuring IT security and IT operations
- For the prevention of crime
- For the protection of property
- For access control
- Assertion of legal claims and defense in litigation

3.3 On the basis of agreement (Art. 6 (1 a)) GDPR)

If you have given us your consent to the processing of personal data for certain purposes (e.g. Newsletters), this processing complies with the requirement of lawfulness. Consent once granted can be revoked at any time with effect for the future. This also applies to the revocation of declarations of consent that we were granted before the GDPR took effect, i.e. before May 25, 2018. Please note that any revocation applies just to the future. Processing that took place before the revocation remains unaffected.

3.4 Based on statutory requirements (Art. 6 (1 c)) GDPR) or in the public interest (Art. 6 (1 e)) GDPR)

Moreover, we are subject to various legal obligations, i.e. statutory requirements, e.g. tax regulations.

4. Who is your data given to?

The departments in our company that require your data for the purpose of fulfilling our contractual and legal obligations and for the aforementioned purposes are provided with your data. Service providers and agents used by us may be given data for this purpose.

Assuming these preconditions, recipients of personal data may be the following:

- Public bodies and institutions (e.g. tax authorities) on the grounds of a statutory or official obligation
- Processors to whom we relay personal data for the purpose of conducting the business relationship with you (e.g. support/maintenance of IT systems, data destruction, payments, bookkeeping)
- Units with regard to which you have given us your consent for data transfer

No data is transferred to recipients in countries outside the EU or the EEA (so-called non-Member States). If, in the individual case, data is to be transferred to non-Member States, this is either necessary for performing a contract, takes place in the context of processing a contract, is mandatory under the law or is based on consent that you have granted to us. If service providers in a non-Member State are used, an appropriate level of data protection is guaranteed.

5. How long is your data stored for?

We process and store your personal data only as long as it is required for the fulfillment of the purposes cited under Item 3. It should be noted here that many of our business relationships are long term. If the data is no longer required for the performance of contractual or statutory obligations, it will regularly be erased unless this data is necessary for further temporary processing for the following purposes:

- Compliance with retention periods under commercial and fiscal law, e.g. German Commercial Code or Fiscal Code that define the periods of retention as two to ten years.
- Preservation of proof in the context of the statute of limitations (e.g. Sections 195 et seq. German Civil Code (BGB)).

6. What are your data protection rights?

All persons affected (data subjects) have the **right to information** pursuant to Art. 15 GDPR, the right to **rectification** pursuant to Art. 16 GDPR, the right to **erasure** pursuant to Art. 17 GDPR, the right to **restriction** on the processing pursuant to Art. 18 GDPR, the right to objection based on Art. 21 GDPR and the right to **data portability** pursuant to Art. 20 GDPR. The restrictions under Sections 34 and 35 of the German Federal Data Protection Act apply to the right to information and the right to erasure. Moreover, there is a right to **lodge a complaint** with the competent data protection supervisory authority (Art. 77 GDPR in conjunction with Section 19 of the German Federal Data Protection Act).

You can revoke any consent granted for the processing of personal data at any time. This also applies to the revocation of declarations of consent that we were granted before the GDPR took effect, i.e. before May 25, 2018. Please note that any revocation applies just to the future. Processing that took place before the revocation remains unaffected.

7. Is there any obligation for you to provide data?

Within the scope of our business relationship, you must provide personal data required for the initiation and conducting of a business relationship and compliance with the associated contractual obligations, or data which we are required to collect under the law.