Information about the processing of personal data in business relationships with customers, suppliers and other business contacts

With the following information, we would like to give you an overview of the processing of your personal data by us and your resulting rights. Which data is processed in detail and how it is used depends largely on the services requested or agreed upon. Therefore, not all statements contained herein may apply to you.

In addition, this data security information may be updated from time to time. You can always find the latest version on our website at:

https://www.dsa.de/en/contact/privacy-statement/

Who is responsible for data processing and who is the data protection officer?

Responsible for the data processing is

DSA Daten- und Systemtechnik GmbH
Pascalstr. 28
52076 Aachen
Germany
E-mail: dsa@dsa.de
Telephone: +49 (0)2408 / 94 92-0
Fax: +49 (0)2408 / 94 92-92

You can contact our data protection officer at

The Data Protection Officer
DSA Daten- und Systemtechnik GmbH
Pascalstr. 28
52076 Aachen
Germany
E-mail: datenschutz@dsa.de

For what purposes and on what legal basis is data processed?

We process your personal data in compliance with the provisions of the EU General Data Protection Regulation (GDPR), the Federal Data Protection Act (new version) and all other relevant laws (e.g. Commercial Code or Tax Code).

We process personal data primarily for the fulfillment of contractual obligations (art. 6 (1) (b) GDPR): for initiating, executing or fulfilling a contract. These are, for example, the preparation of offers, own sales activities, the delivering of services, the dispatch of products or the handling of complaints. But also the submission of orders, the payment of services and products or the use of warranty claims.

As long as you are not a contracting party—for example, an employee of a business partner—processing takes place for the same purposes as a legitimate interest in accordance with art. 6 (1) (f) GDPR. We are in the initiation or execution of a contractual relationship with your employer or principal in the context of our business activities. Due to your activity for your employer or principal, we process your personal data.

If necessary, we also process personal data to fulfill statutory requirements (art. 6 (1) (c) GDPR) for the following purposes:

- Fulfillment of tax requirements
- Preparation of a proper bookkeeping
• Preservation of statutory retention obligations
• Preservation of legal reporting obligations

In addition, we process personal data in order to preserve the following legitimate interests (art. 6 (1) (f) GDPR):
• Maintenance of the business relationship with existing customers
• Inclusion in our contact database, contact maintenance after business contact (e.g. after transfer of your business card)
• Direct marketing to customers or employees of customers (e.g. information about products and events, newsletters)
• Organization of events
• Assertion of legal claims and defense in legal disputes

Moreover, if necessary we process personal data for which we have been given consent (art. 6 (1) (a) GDPR). We will collect these separately and in the following cases:
• Direct marketing to interested parties/other business contacts (e.g. information about products and events)
• Distribution of newsletters
• Publishing of images (e.g. for the publication of success stories or specialist articles)

If we wish to process your personal data for a purpose not mentioned above, we will inform you in advance.

Which data categories do we process and where do they come from?

We process personal data that you provide to us in the context of the business relationship. If our business relationship with your employer or client exists, we also collect the personal data from you or your employer or client. These are the following data or rather categories of data:
• Master data (e.g. name and address, title, function title/position description)
• Contact data (e.g. telephone number, fax number, e-Mail address, address)
• Communication data (e.g. contents of personal, telephone or written communication)

In addition, we process the following categories of personal data that we generate independently [or receive from third parties (give examples of third parties)]:
• Master data (e.g. customer number
• Contract data (e.g. contract number, contract history)
• Communication data (e.g. consolation protocols)

Who gets my data?

Inside our house
• Employees for the contact with you and the contractual cooperation (including the fulfillment of pre-contractual measures)

As part of order processing
If applicable, your data may be passed on to service providers who work for us as processors:
• Provision, support and maintenance of information technology
• Accounting
• Data destruction

All service providers are contractually bound and, in particular, obliged to treat your data confidentially.
Other third parties

A transfer of data to recipients outside of our house takes place only in compliance with the applicable data protection regulations. Recipients of personal data may be for example:

- Public bodies and institutions (such as financial or law enforcement agencies) in the presence of a legal or regulatory obligation
- Credit and financial service providers (handling payment transactions)
- Tax consultants or economic and wage tax auditors (legal audit engagement)

Is data transmitted to a third country or to an international organization?

If necessary for the aforementioned purposes, we also transmit data to companies of our company group outside the European Economic Area (EEA). Such transmission may be to our companies in the US, Mexico, Brazil, China, India or South Africa.

This is done in compliance with data protection requirements, especially the assurance of an adequate level of data protection. Securing takes place through an appropriate guarantee (e.g. in the form of a standard data protection clause according to art. 46 (2) (c) GDPR, which is agreed with the respective recipient). You can request further information, especially copies of these appropriate guarantees, from the contact information referred to in point 2 below.

Further information about our company group can be found on our website:
https://www.dsa.de/en/about-us/

How long will my data be stored?

We process and store your personal information as long as it is necessary for the fulfillment of our contractual and legal obligations. If the data is no longer required for the fulfillment of contractual or legal obligations, it is deleted on a regular basis.

Exceptions arise

- as far as legal storage obligations are to be fulfilled, e.g. § 257 Commercial Code or § 147 Tax Code are required. The deadlines for storage and documentation specified there are usually six to ten years;
- to the preservation of evidence in the context of the statutory statutes of limitation. According to §§195 ff of the Civil Code, these periods of limitation can be up to 30 years, whereby the regular period of limitation is 3 years.

If the data processing takes place in the legitimate interest of us or a third party, the personal data will be deleted as soon as this interest no longer exists. Here, the mentioned exceptions apply.

Which data protection rights can you assert as affected person?

You can request information about the data stored in relation to your person via the contact information above.

In addition, you may, under certain circumstances, request the correction or deletion of your data. Moreover, you may have the right to restrict the processing of your data and the right to hand out the data provided by you in a structured, common and machine-readable format.
Where can you complain?

You have the option to contact the above-mentioned data protection officer with a complaint or a data protection supervisory authority. The data protection supervisory authority responsible for us is:

Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen
Kavalleriestr. 2–4
40213 Düsseldorf
Germany

Are you obligated to provide your data?

In the context of the contractual relationship, you must provide the personal data that is necessary for the recording, performance and termination of the contract and for the fulfillment of the related contractual obligations or to which we are required by law. Without this data, we will generally not be able to conclude or execute the contract with you.

Information about your right of objection according to article 21 General Data Protection Regulation (GDPR)

Case-specific right of objection

You have the right, for reasons arising out of your particular situation, to object at any time to the processing of personal data concerning you which takes place due to article 6 (1) (f) GDPR (data processing on the basis of a weighing of interests); this also applies to a profiling based on this provision in terms of article 4 no. 4 GDPR.

If you object, we will no longer process your personal data unless we can prove compelling worth being protected reasons for processing that outweigh your interests, rights and freedoms, or the processing serves for the assertion, exertion or defense of legal claims.

Recipient of a contradiction

An objection can be form-free with the subject "objection" stating your name, your address and possibly further data that allows us a doubtless identification of your person by us and should be directed to the above contact details of the person in charge.