

## Information on the processing of personal data for customers, customers' employees and prospective customers

Dear Sir or Madam,

Protecting your personal data is important to us. According to the EU General Data Protection Regulation (EU-GDPR), we are obliged to inform you about the purpose for which our company processes personal data.

This data sheet also tells you what your rights are in relation to data protection.

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

The controller responsible for processing personal data is

Joh. Stiegelmeier & Co. GmbH  
Ackerstraße 42  
32051 Herford, Germany

Phone: +49 (0) 5221 185 - 0  
Fax: +49 (0) 5221 185 - 252  
Email: [info@stiegelmeier.com](mailto:info@stiegelmeier.com)

Details of how you can contact our **data protection officer** are given below:

Email: [datenschutz@stiegelmeier.com](mailto:datenschutz@stiegelmeier.com)

or by post via Joh. Stiegelmeier & Co. GmbH, for the attention of the data protection officer.

### 2. Which categories of your personal data does our company process?

The categories of personal data processed include:

- Company name
- Names of contact persons
- Address, telephone and fax numbers
- Email addresses and websites
- Membership of groups and associations
- Economic data (from creditworthiness checks)
- General information about the company
- Dates, events, invitations
- Any correspondence

- All data relating to the order itself
- Data for processing the order

### 3. Necessity of providing data

It is not mandatory either for statutory or contractual reasons for you to provide us with your data. However, it is necessary for you to provide your personal data to conduct our business relationship. If you do not wish to provide your personal data, it will not be possible to establish a business relationship including business communications.

### 4. What are the purposes and the legal basis of processing personal data?

We process your personal data in compliance with the provisions of the EU General Data Protection Regulation (GDPR), the Federal Data Protection Act (BDSG) and all other relevant laws.

The purpose of processing is to implement our contracts or pre-contractual measures with our customers and prospective customers, to execute orders, and activities necessary for the operation and administration of our company. If processing is necessary for the fulfilment of a contract or for the implementation of pre-contractual measures in a direct relationship with you as the data subject, we process your data in accordance with Art. 6 (1)(b) GDPR. If we do not process your personal data in order to fulfil a contract or to carry out pre-contractual measures, processing will take place in accordance with Art. 6 (1)(f) GDPR. Our legitimate interest lies in processing and performing the services commissioned by you or your employer.

Beyond the actual fulfilment of the contract, we process personal data in accordance with Art. 6 (1)(sent.1)(f) GDPR. This is permissible insofar as processing is necessary to safeguard our legitimate interests or those of a third party, provided that the interests or fundamental rights and freedoms of the customers/prospective customers which require the protection of personal data are not overriding.

A legitimate interest such as this consists, for example, in:

- Executing payment processing via external service providers
- Advertising Joh. Stiegelmeier & Co. GmbH's own products as well as for market and opinion surveys
- Asserting legal claims and defending legal disputes
- Managing the data protection rights of data subjects
- Consulting credit agencies and exchanging data with them to determine default risks in specific business transactions

Insofar as you have given Joh. Stiegelmeier & Co. GmbH your consent to the processing of your personal data for advertising purposes, e.g. for sending brochures and promotional material by promotional emails, the lawfulness of this processing is provided on the basis of your consent (Art. 6 (1)(sent.1)(a) GDPR).

Consent once given can be revoked at any time, without giving reasons, with effect for the future. Please note that revocation will only take effect in the future. Processing that took place before the revocation is not affected by this.

Furthermore, Joh. Stiegelmeier & Co. GmbH in accordance with Art. 6 (1)(c) GDPR, insofar as this is necessary for the fulfilment of legal obligations to which it is subject as a company. The purposes of the processing include, for example, commercial and tax retention obligations according to § 257 of the Commercial Code (HGB) and § 147 of the Fiscal Code (AO) as well as sanction list screening.

## 5. Who do we share your data with?

Access to the data is given to the offices within our company that need the data to fulfil the contractual and legal obligations of the company. Processors used by the company (Art. 28 GDPR) and trading partners may also receive data for these purposes. These are companies in the following areas:

- Dealers and partners
- IT service providers
- Logistics providers
- Financial accounting and debt collection
- Advisory and consultancy services, if necessary
- Service providers and/or suppliers for sales and marketing
- Credit agencies

## 6. What data protection rights can you exercise as a data subject?

If your personal data is processed, you are the data subject as defined by the GDPR and you have the following rights vis-à-vis the controller (Joh. Stiegelmeier & Co. GmbH):

### **Right of access:**

In compliance with the requirements of Art. 15 GDPR, you may at any time request information from the controller on whether and how your personal data is processed by us.

### **Right to rectification:**

In compliance with the requirements of Art. 16 GDPR, you have the right to ask the controller to correct and/or complete any inaccurate or incomplete personal data about yourself that is processed. The controller must carry out the correction immediately.

### **Right to restrict processing:**

You may request the controller to restrict processing in compliance with the requirements of Art. 18 GDPR.

**Right to erasure and “right to be forgotten”:**

You can request that the controller deletes your personal data and assert the right to be forgotten in compliance with the requirements of Art. 17 GDPR.

**Right to be informed**

If you have exercised your right to rectify, delete or restrict the processing of your personal data vis-à-vis the controller, the controller is obliged to notify all recipients to whom your personal data has been disclosed of such rectification, erasure or restriction, unless this proves impossible or involves a disproportionate effort. You have the right vis-à-vis the controller, pursuant to Art. 19 GDPR, to be informed about these recipients.

**Right to data portability:**

In compliance with the requirements of Art. 20 GDPR, you have the right to receive the personal data about yourself that you have provided the controller with, in a structured, common and machine-readable format.

**Right to object:**

You have the right, on the basis of Art. 6 (1)(e) or (f) GDPR and in compliance with the requirements of Art. 21 GDPR, to object to the processing of your personal data for reasons arising from your particular situation; this also applies to profiling based on these provisions. The Joh. Stiegelmeier & Co. GmbH will no longer process your personal data unless Joh. Stiegelmeier & Co. GmbH can demonstrate legitimate reasons for the processing which override your interests, rights and freedoms as a data subject, or the processing serves the assertion, exercise or defence of legal claims.

**Right to withdraw consent to use of personal data:**

You have the right to revoke your consent at any time under data protection law. The withdrawal of consent does not affect the lawfulness of processing carried out based on consent before its withdrawal.

These rights can be exercised vis-à-vis Joh. Stiegelmeier & Co. GmbH at the address indicated in point 1, **“Who is responsible for data processing”**.

**7. Where can you file an objection?**

If you are of the opinion that data processing infringes data protection law, you have the right to file a complaint with a data protection supervisory authority of your choice (Art. 77 GDPR in conjunction with § 19 BDSG). This also includes the data protection supervisory authority responsible for our company, whose contact details are as follows:

State Commissioner for Data Protection and Freedom of Information of North Rhine-Westphalia  
Postfach (POB) 20 04 44  
40102 Düsseldorf  
Germany

Phone: +49 (0) 211 38424 - 0  
Fax: +49 (0) 211 38424 - 10  
Email: [poststelle@ldi.nrw.de](mailto:poststelle@ldi.nrw.de)

## 8. Information about your right to object according to Art. 21 GDPR

You have the right, for reasons arising from your particular situation, to object at any time to the processing of personal data about yourself on the basis of Art. 6 (1)(sent.1)(f) GDPR (data processing on the basis of a balancing of interests). If you file an objection, Joh. Stiegelmeier & Co. GmbH will no longer process your personal data unless Joh. Stiegelmeier & Co. GmbH can prove compelling legitimate reasons for the processing which override your interests, rights and freedoms, or the processing serves the assertion, exercise or defence of legal claims.

Furthermore, Joh. Stiegelmeier & Co. GmbH processes your personal data for direct advertising purposes. You have the right at any time to object to the processing of your data for the purpose of such advertising.

If you object to the processing for purposes of direct advertising, Joh. Stiegelmeier & Co. GmbH will no longer process your personal data for these purposes. The objection can be filed without any particular form and should preferably be addressed to the data controller referred to in point 1, "**Who is responsible for data processing**".

## 9. How long is your data stored?

To the extent necessary, Joh. Stiegelmeier & Co. GmbH will store personal data for the duration of the business relationship. This also includes the initiation and implementation of a contract. The necessary personal data will be stored for the duration of any warranty and guarantee claims.

Furthermore, personal data is stored as far as and as long as Joh. Stiegelmeier & Co. GmbH is legally obliged to do so. Appropriate evidence and retention obligations arise from the Commercial Code (HGB) and the Fiscal Code (AO). The periods for retention and/or documentation specified in these codes amount to six years in accordance with commercial law provisions according to § 257 Commercial Code (HGB) and up to ten years due to tax provisions according to § 147 Fiscal Code (AO).

## 10. Will your data be transferred to a third country?

Your personal data will not be transferred to external service providers or to companies of the Stiegelmeier-Group outside the European Economic Area (EEA).

Your personal data will not be transferred to a third country.

**Joh. Stiegelmeier & Co. GmbH**