

The protection of your personal data is of particular concern to us. We therefore process your personal data (abbreviated "data") exclusively on the basis of the legal regulations. With this Data Protection Declaration we want to inform you comprehensively about the processing of your data in our company and the data protection claims and rights to which you are entitled within the meaning of Art. 13 of the European General Data Protection Regulation (EU GDPR).

## 1. Who is responsible for data processing and whom can you contact?

Responsible: NABU-Oberflächentechnik GmbH, Werksweg 2, D-92551 Stulln, Germany

E-mail: office@nabu-stulln.de, Phone: +49 9435 30065-0

The internal data protection officer of NABU-Oberflächentechnik GmbH, Werksweg 2, D-92551 Stulln is Christian Volkmer

Projekt 29 GmbH & Co. KG

Ostengasse 14

D-93047 Regensburg

E-mail: c.volkmer@projekt29.de

Phone: 0941 -2986930

## 2. Which data is processed and from which sources does it come?

We process the data that we have received from you in the scope of contract initiation or processing, based on consents or in the scope of your application to us or in the scope of your employment in our company.

### Personal data includes:

Your master/contact data, including, for **customers**, e.g. the name of their legal representatives, company name, Commercial Register number, VAT ID number, company number, address, contact data of contact person (e-mail address, phone number, fax number), bank data.

For **applicants and employees**, this includes, for example, first and last name, address, contact data (e-mail address, phone number, fax number), date of birth, data from CV and certificates, bank data, religious affiliation.

For **suppliers**, this includes, for example, the name of their legal representatives, company name, Commercial Register number, VAT ID number, company number, address, contact data of contact person (e-mail address, phone number, fax number), bank data.

In addition, we process the following other personal data:

- Information regarding the type and content of contract data, order data, sales and document data, customer and supplier history and consulting documents,
- Advertising and sales data,
- Documentation data (e.g. consulting minutes), image data,
- Information from your electronic communication with <sic!> (e.g. IP address, login data),
- Other data that we have received from you in the scope of our business relationship (e.g. in customer meetings),
- Data that we generate ourselves from master / contact data and other data, e.g. by means of customer demand and customer potential analyses,
- the documentation of your declaration of consent for the receipt of e.g. newsletters or for the use of images.

### 3. For which purposes and on which legal basis will the data be processed?

We process your data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Federal Data Protection Act 2018 as amended:

- **for the fulfillment of (pre)contractual obligations (Art 6 sect. 1 lit. b GDPR):**  
Your data will be processed for the handling of contracts with our company or for the handling of your employment contract with our company. The data will be processed in particular during the initiation of business transactions and the performance of the contracts concluded with you.
- **for the fulfillment of legal obligations (Art 6 sect. 1 lit. c GDPR):**  
Processing of your data is necessary for the purpose of fulfilling various legal obligations, based e.g. on the Commercial Code or the Tax Code, or specific regulations.
- **for the protection of legitimate interests (Art 6 sect. 1 lit. f GDPR):**  
Due to a balancing of interests, data may be processed beyond the actual performance of the contract in order to protect the legitimate interests of us or third parties. Data processing for the protection of legitimate interests takes place in the following cases, for example:
  - Advertising or marketing (see item 4),
  - Measures for business management and further development of services and products;
  - Maintaining a customer database to improve customer service
  - in the context of legal proceedings.
- **in the scope of your consent (Art 6 sect. 1 lit. a GDPR):**  
If you have given your consent for us to process your data, processing will only take place in accordance with the purposes stipulated and to the extent agreed in the declaration of consent. A consent once given can be revoked at any time with effect for the future, e.g. for sending our newsletter.

### 4. Processing personal data for advertising purposes

You can object to the use of your personal data for advertising purposes at any time, either as a whole or for individual measures, without incurring any costs other than the transmission costs according to the basic rates.

Under the legal requirements of § 7 sect. 3 UWG (German Unfair Competition Act), we are entitled to use the e-mail address provided by you on concluding the contract for direct advertising of our own similar goods or services. You will receive these product recommendations from us regardless of whether you have subscribed to a newsletter or not.

If you do not wish to receive such recommendations from us by e-mail, you can object to our using your address for this purpose at any time without incurring any costs other than the transmission costs according to the basic rates. A written notice will be sufficient to this effect. Of course, every e-mail always contains an unsubscribe link.

### 5. Who receives my data?

If we use a service provider in the sense of order processing, we nevertheless remain responsible for the protection of your data. All processors are contractually obligated to treat your data confidentially and to process it only within the scope of the provision of services. The processors commissioned by us will receive your data if they require it to perform their respective services. These are, for example, IT service providers that we need for the operation and security of our IT system as well as advertising and address publishers for our own advertising campaigns.

If there is a legal obligation and in the context of legal proceedings, public authorities and courts as well as external auditors may be recipients of your data.

Moreover, insurance, social security and health insurance companies of employees, banks, information agencies and health insurance schemes may be recipients of your data for the purpose of initiating and fulfilling contracts.

## 6. How long will my data be stored?

We process your data until the end of the business relationship or until the expiry of the applicable statutory retention periods (e.g. from the German Commercial Code, the German Fiscal Code, the Nursing Home Care Act or the Working Hours Act); in addition, until the end of any legal disputes in which the data is required as evidence.

## 7. Will personal data be transferred to a third country?

On principle, we do not transfer any data to a third country. Transmission will only take place in individual cases on the basis of an adequacy decision of the European Commission, standard contractual clauses, suitable guarantees or your explicit consent.

## 8. Which data protection rights do I have?

You have at any time a right to information, correction, deletion or restriction of the processing of your stored data, a right of objection to the processing as well as a right to data transferability and to complaint in accordance with the requirements of Data Protection Act.

### Right to request access to the data:

You may request information from us as to whether and to which extent we process your data.

### Right of correction:

If we process your data that is incomplete or incorrect, you may request that we correct or complete it at any time.

### Right of deletion:

You can request us to delete your data if we process it unlawfully or if the processing interferes disproportionately with your legitimate protection interests. Please note that there may be reasons that prevent immediate deletion, e.g. in the case of legally regulated storage obligations.

Irrespective of the exercising of your right to deletion, we will delete your data immediately and completely, unless we are required to store them based on a legal transaction or legal obligation.

### Right to request restriction of the processing:

You may request us to restrict the processing of your data if

- you dispute the accuracy of the data for a period of time that allows us to verify the accuracy of the data,
- the processing of the data is unlawful, but you refuse its deletion and instead request a restriction on the use of the data,
- we no longer need the data for the intended purpose, but you still need this data to assert or defend legal claims, or
- you have lodged an objection to the processing of the data.

### Right to data transferability:

You may require us to provide you with the data you have provided to us in a structured, current and machine-readable format and to allow you to pass this data to another responsible person without interference on our part, provided that

- we process this data based on a revocable consent you have given us or in order to fulfil a contract between us, and
- this processing is effected using automated methods.

If technically feasible, you can ask us to transfer your data directly to another person responsible.

**Right to object:**

If we process your data based on a legitimate interest, you can object to this data processing at any time; this would also apply to profiling based on these provisions. In this case, we will then no longer process your data unless we can demonstrate compelling reasons worthy of protection for the processing that outweigh your interests, rights and liberties or the processing serves to assert, exercise or defend legal claims. You may object to the processing of your data for the purpose of direct advertising at any time without giving reasons.

**Right of appeal:**

If you consider that we violate German or European data protection law when processing your data, please contact us to clarify any questions. Of course, you also have the right to contact the supervisory authority responsible for you, i. e. the respective state office for data protection supervision. If you wish to assert any of the above rights against us, please contact our data protection officer. In case of doubt, we may request additional information to confirm your identity.

**9. Am I obliged to provide data?**

The processing of your data is necessary to conclude or to fulfill your contract concluded with us. If you do not provide us with this data, we will, as a rule, have to refuse to enter into the contract or will no longer be able to execute an existing contract and will therefore have to terminate it. However, you are not obliged to give your consent to the processing of data that is not relevant or legally required for the fulfillment of the contract.