

Data protection information

What personal data do we process?

In general we only process contact details (e.g. name, department, telephone number, email address), which you provide to us by email, letter, fax, website or by telephone. In addition, personal data are processed only after prior agreement.

For what purpose is the data processed?

We process personal data in accordance with the provisions of the GDPR and the BDSG:

- a) To fulfill contractual obligations (Art. 6 Para. 1 b GDPR): In the context of an order, this includes in particular data processing during ordering, consultation, dispatch and payment
- b) As part of the balancing of interests (Art. 6 Para. 1 f GDPR):
 To determine credit and default risks a consultation and exchange of data with credit reference agencies (e.g. SCHUFA) can take place.
- c) Due to legal requirements (Art. 6 Para. 1 c GDPR) or in the public interest (Art. 6 Para. 1 e GDPR)
 In order to fullfill official control and reporting obligations.

Who has access to your personal data and why?

Your data are mainly viewed and processed by employees of the administration of Polirapid GmbH and Co. KG in order to fulfill contractual or legal obligations. For these purposes also service providers and processors can receive data, unless the data protection through appropriate service and order processing contracts is guaranteed. These are companies in the categories IT services, translation services, logistics, printing services and data disposal. If we are legally obliged, public bodies and institutions can also have access to your data.

How long will your personal data be saved?

Your personal data will be stored for the duration of the business relationship with the company Polirapid GmbH & Co. KG or until you request the deletion of your data. Irrespective of this, this right can be restricted under the exceptions mentioned in Art. 17 Para. 3 GDPR and § § 35 BDSG.

What rights do you have regarding your personal data?

Contact us at <u>poli@polirapid.de</u> if you would like to know which data we store, where it is stored and how we use your data. You can also exercise your right to have your data corrected, deleted or to completely withdraw your consent. The restrictions of sections 34 and 35 BDSG apply to the right of information and deletion. In addition, there is a right to lodge a complaint with a competent supervisory authority (Art. 77 GDPR in conjunction with Section 19 BDSG)