

General information for the implementation of the data protection regulations of the articles 12 - 14 of the GDPR (General Data Protection Regulation)

I. Introduction

Customers and suppliers as well as other persons who have business contacts with HEUFT SYSTEMTECHNIK GMBH (hereinafter referred to as HEUFT) regularly submit Personal Data to HEUFT. This Personal Data is processed at HEUFT.

Personal data are all information which is related to an identified or identifiable natural person. (Art. 4 No. 1 GDPR). Personal data that has been rendered anonymous in such a way that the individual is no longer identifiable is not considered personal data.

In the following, we inform you which Personal Data we collect, from whom we collect it and what we do with this data. We will also inform you on your rights in data protection matters and whom you can contact in this regard.

II. Your contact persons

Questions regarding data protection matters can be addressed to the person in charge or the Data Protection Officer at HEUFT:

Name and contact data of the responsible person	Contact data of the company data protection officer Mr. Jürgen Kerich
HEUFT SYSTEMTECHNIK GMBH Am Wind 1 56659 Burgbrohl Tel: 02636-56-0 Fax: 02636-56-100 privacy@heuft.com	HEUFT SYSTEMTECHNIK GMBH Am Wind 1 56659 Burgbrohl Tel: 02636-56-0 Fax: 02636-56-100 privacy@heuft.com

III. Purposes and legal basis of the processing

Your Personal Data is collected,

- in order to ensure the fulfilment of a contract or the implementation of pre-contractual measures (Art. 6 par. 1 b) GDPR);
- provided your consent to the processing of your Personal Data has been made for one or more specific purposes (Art. 6 par. 1 a) GDPR);
- as far as the processing is necessary to fulfil a legal obligation which is subject to the persons responsible (Art. 6 par. 1 c) GDPR);
- as far as the processing is necessary to safeguard the legitimate interests of those responsible (Example: Data exchange within the HEUFT-Group for administrative purposes or in the context of processing customer data) or of a third party (Example: requests for information from authorities) within the meaning of Art. 6 par. 1 f) GDPR.

Furthermore, we may process publicly available information (for example from newspapers, public registers or public notices), for e.g. for customer care, direct advertising or to prevent fraud (Recital 47 GDPR).

IV. Personal Data being processed

In particular, HEUFT processes the following data from you:

- Name, company address, telephone/fax number, email, bank details of the person in a business relationship with HEUFT;

- Name, address, telephone-/fax number, email and function of our direct contact persons of your company;
- Inquiries about offers, orders, service interventions with the name of the requesting person and the date;
- Visit reports and visitors, received training services, held trade fair conversations;
- Name and proof of achievement of trainings of your employees on our premises or locally (storage in the form of certificates).

V. Recipients or categories of recipients of Personal Data

Your Personal Data may be transmitted in individual cases to:

- Our service providers for accounting, legal affairs, tax, insurance matters;
- Authorities (example, in individual cases: tax offices, customs, regulatory agencies, investigative authorities);
- Companies of the HEUFT-Group

VI. Transfer of Personal Data to a third country

It is generally not planned to transfer your Personal Data to a third country or an international organization. In an individual case, a transfer or series of transfers of Personal Data to a third country or to an international organization may take place, if necessary for the fulfilment of a contract or pre-contractual measures of the person concerned or for enforcing, pursuing or defending legal claims.

VII. Duration of storage of Personal Data

Your data will be stored at HEUFT after it has been collected as long as this is necessary in compliance with the contractual fulfilment agreements and the tax and commercial law specifications.

VIII. Affected rights

According to the GDPR, you have the following rights:

If your Personal Data is being processed, you have the right to request access to your personal data (Art. 15 GDPR).

Should incorrect personal data be gathered and saved by us, this will be corrected immediately following a request by you. (Art. 16 GDPR).

If the legal prerequisites exist, you can request the deletion or limitation of the processing and appeal against the processing (Art. 17, 18 and 21 GDPR).

If you have consented to data processing or a data-processing contract, and the processing of data is carried out by using automated procedures, you may be entitled to data transferability (Art. 20 GDPR).

If you make use of the above mentioned rights, HEUFT checks whether the legal requirements for these are met.

In the case of exercising your rights, please contact the company Data Protection Officer.

For Data Protection complaints, you can contact the responsible supervisory authority of your country or contact the competent supervisory authority for HEUFT:

Der Landesbeauftragte für den Datenschutz und die Informationsfreiheit Rheinland-Pfalz

Hinterre Bleiche 34, 55116 Mainz

Telefon: 06131-2082449

Telefax: 06131-2082497

E-Mail: poststelle@datenschutz.rlp.de

IX. Withdrawal in the case of consent

If you have consented to the processing of your personal data by HEUFT, you have the right to revoke your consent at any time. The legality of processing your personal data before revocation remains unaffected.