

Information pursuant to Article 13 / Article 14 GDPR concerning the processing of your data and your rights in accordance with the EU General Data Protection Regulation

With these notices we inform you of the processing of your personal data and the rights, to which you are entitled, in accordance with data protection legislation. Specifically, which data will be processed and in what manner it will be used, is essentially determined by the services that are provided and agreed.

Party responsible for the data processing (data controller) and contact details of the data protection officer:

Party responsible for the data processing (Controller):

Probst GmbH

Gottlieb-Daimler-Str. 6
71729 Erdmannhausen, Germany
Telephone: +49 (0) 7144-3309-0
Fax: +49 (0) 7144-3309-50

You can reach our **data protection officer** at: datenschutz@probst-handling.de

What data do we use and where do we get these data?

We always process personal data that we obtain from you as part of our business initiation or ongoing business relationship. In addition, if required we also process personal data that we have received from third parties (e.g. credit bureaus) or that we have received due to a consent that you have granted. We also process personal data which we are allowed to process from publically accessible sources (e.g. commercial register, press, media).

Relevant personal data are master data, such as first name, last name, address and communication data (e.g. telephone number, mobile phone number, email address). In addition, personal data can also be pre-contractual data, contractual data and order data, delivery data, as well as creditworthiness data.

Why do we process your data (purposes of the processing) and on what legal basis does this occur?

We process personal data in compliance with the EU General Data Protection Regulation (GDPR) and all other authoritative laws:

1) For fulfilment of our contractual obligations (Article 6(1b) GDPR)

We process personal data (Article 4(2) GDPR) e.g. for processing orders, preparing quotations, and pre-contractual measures, provision of services, for invoicing and delivery of goods. In this respect, the purposes of the processing are primarily aimed at the service that we provide.

2) As part of balancing of interests (Article 6(1f))

If required, we also process your data, to protect our legitimate interests or the legitimate interests of third parties. For example, this can be the case for:

- Ensuring IT security and IT operations, including tests
- For prevention and investigation of criminal acts

- For statistical purposes
- To determine creditworthiness with information from credit bureaus
- For advertising purposes

If we process your data to protect our legitimate interests, you can object to this processing of data relating to you on compelling legitimate grounds arising from your particular situation.

Right to object to direct advertising:

You have the right to object to processing of your personal data for purposes of direct advertising.

3) Due to your consent (Article 6(1a) GDPR, Article 9(2a) in conjunction with Article 7 GDPR)

If consent on your part for processing of personal data for specific purposes (e.g. receipt of a newsletter) is submitted, the lawfulness of this processing is present based on your consent. A consent, once granted can be revoked at any time. Note that the revocation is effective for the future. Processing that has been occurred prior to this revocation, is not affected by this revocation.

4) Processing due to statutory regulations (Article 6(1c) GDPR)

The situation can arise that we process your personal data for fulfilment of statutory obligations. Such statutory obligations include trade law and tax law retention periods, as well as information requested by government agencies.

To whom is the data transferred (categories of recipients)?

Data processing within the company:

We have bundled certain data processing operations in our company. These data processing operations are utilised by specialised areas of the company. In this regard your data can be processed for telephone support or invoice processing.

External contractors and service providers (processors):

For fulfilment of our tasks and for contract fulfilment, in some cases we use external contractors and service providers. For example, these can be providers of document shredding services, providers of print services, providers of logistics services or IT services.

Other recipients:

In addition data can go to recipients to whom we are subject to disclosure obligations (e.g. law enforcement agencies and courts).

Duration of the data storage:

If required, we process and store your personal data for the duration of our business relationship. This also includes the initiation and execution of a contract or order. In addition, we are subject to retention obligations that arise from the German Commercial Code and other bodies of regulations. Ultimately the duration of storage arises from the statutory limitation periods, which as a rule can be 3 years or even up to 30 years.

Data transmission to third countries:

Data transmission to third countries (countries outside the EU and the European Economic Area EEA) only takes place, if this is required for execution of a contract/order/the business relationship,

including the initiation, and only under the data protection prerequisites prescribed by law in this regard.

The rights of those affected (data subjects):

You can request information via the contact details cited above, concerning the data stored about your person. (Article 15 GDPR). In addition under certain prerequisites you can demand correction or deletion of your data (Article 16 and 17 GDPR). You have the right to restrict the processing of your personal data (Article 18 GDPR). In addition you have the right to demand surrender of the data you have already provided in a structured, common, machine readable format (Article 20 GDPR).

Is there an obligation to provide data?

Within the framework of initiation or an ongoing business relationship with us, in general you must only provide the data that we require for the appropriate establishment, execution or ending of this relationship. Without provision of the required data, it may be necessary for us to reject the establishment of a business relationship or cannot execute this business relationship or we must end such a business relationship.

Right to lodge a complaint:

You have the possibility to lodge a complaint with the data protection officer cited above or with the supervisory authority responsible for data protection.