Data protection for business partners

Data protection information for business and contractual partners

The persons responsible for data processing:

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Data Protection OUicer

For any further information and explanations, please contact the data protection oUicer of the Dr. Schrader Institutes at any time: Dr. Heiko Nerenz, phone: 05531 / 9313-0, EMail: datenschutz-schrader@normecgroup.com

The data processing is carried out exclusively for the following purposes:

We process your personal data within the framework of the contractual relationshipwith you. This includes the collection and processing of your contact data and communication with you. Personal data is collected by us primarily for the purpose of answering enquiries, performing services, invoicing and preparing oUers. In principle, only the information that you yourself provide to us and that results from the contractual relationship is processed. During the processing of business transactions, documents relevant under tax law are also created, such as commercial or business letters, invoices or accounting vouchers, which may contain your personal data. We retain these documents in order to comply with legal retention obligations.

Legal basis for the processing of your personal data:

Data processing is lawful for the performance of a contract or a pre-contractual measure (DSGVO Art. 6 para. 1 lit. b). This concerns all processes that are specifically related to the contract (e.g. storage of your master data, use for the preparation of oUers and invoices, use for communication). Furthermore, the processing of your personal data may be based on our legitimate interest (DSGVO Art. 6 para. 1 lit. f). Our legitimate interests lie primarily in the contractual agreement with you or the inspection of contractual transactions by tax consultants or auditors. The permissibility of storing certain documents and information is also based on the fulfilment of legal obligations (DSGVO Art. 6 para. 1 lit. c). This also applies, for example, to the storage of documents relevant under tax law.

Categories of data

We process your personal data that you provide to us within the scope of the business relationship. This involves the following data or data categories: – Master data (e.g.

name, title, function or position designation) – Contact data (e.g. telephone number, email address, postal address, contact language) – Communication data (e.g. content and information on personal, telephone or written communication) – Payment data (e.g. payment details, account details, billing information)

Forwarding your data

Within the Institute Dr. Schrader, only persons will have access to your aforementioned personal data insofar as they need it to fulfil the above-mentioned purposes. If necessary, tax-relevant documents in particular, and therefore also the personal data contained therein, may be passed on to other companies (e.g. tax consultants, auditors, lawyers). The latter professional groups are subject to a professional confidentiality obligation pursuant to StGB § 203.

We also work with service providers, such as IT service providers. These only act on our instructions and are contractually obliged to comply with the applicable data protection requirements.

We only forward your data to third parties if you have given us your consent to do so (DSGVO Art. 6 Para. 1 lit. a), the forwarding is necessary in accordance with Art. 6 Para. 1 lit. f DSGVO is necessary for the assertion, exercise or defence of legal claims and there is no reason to assume that you have an overriding interest worthy of protection in the non-disclosure of your data, there is a legal obligation for the disclosure (DSGVO Art. 6 Para. 1 lit. c) or this is legally permissible and necessary for the fulfilment of contractual relationships with you according to Art. 6 Para. 1 lit. b DSGVO. We use the DocuSign software of DocuSign Inc., 221 Main St., Suite 1000, San Francisco, CA 94105, USA for the digital signature of contracts and documents. For this purpose, DocuSign processes the data entered by you when using the service as well as usage data of your terminal device and transaction-related data. DocuSign stores allbpersonal data on servers within the EU. The legal basis is Art. 6 para. 1 p. 1 lit. b) and f) DSGVO. We have concluded an order processing contract with DocuSign. For more information on data processing by DocuSign, please refer to the DocuSign privacy policy. To ensure a high level of data protection and so-called adequate guarantees, DocuSign has adopted binding internal data protection regulations in accordance with Art. 47 DSGVO, which you can view here:

https://www.docusign.com/trust/privacy/binding-corporate-rules . We store your

personal data for as long as is necessary to fulfil our legal and contractual obligations.

Duration of the processing

The initial storage of your personal data takes place within the framework of the contract initiation. The storage period is based in particular on the statutory retention obligations from the German Commercial Code and the German Fiscal Code. If there is

a legitimate interest in doing so, documents or data records will also be stored for longer. This applies, for example, to data that must be stored to comply with the Product Liability Act, binding administrative regulations such as the Principles for the Proper Keeping and Retention of Books, Records and Documents in Electronic Form and for Data Access (GoBD). Data from eU̓icacy and compatibility studies are stored for 15 years.

Your rights as a data subject According to the GDPR, you have the right to: – Information about the processing of your data. – Correction or deletion of your data – Restriction of processing (only storage is still possible). – Objection to processing – Data transferability – Revocation of your given consent with eU̓ect for the future – Complaint to the data protection supervisory authority

Your competent supervisory authority is the one in your place of residence. You can find

a list of supervisory authorities here:

https://www.bfdi.bund.de/DE/Service/Anschriften/Laender/Laender-node.html