

 MEMMINGER-IRO GMBH D-72277 DORNSTETTEN	<b>Data Protection Notices</b>	No.:000-992-007_02 Page 1 of 3	
<b>Data Protection Notices</b>			
<i>Distribution List:</i> All	<i>Scope:</i> Company	<i>Created/changed:</i> 10.10.22 / Ga	<i>Reviewed:</i> 10.10.22 / Rb

## Principles of data processing

An integral part of this business relationship is that your personal data are processed by the controller and stored for the period required to perform the specified purposes and statutory obligations. Below we inform you which data this refers to, in what way they are processed and what rights you are entitled to in this regard, in particular in relation to the General Data Protection Regulation (GDPR).

## Who is responsible for the data processing?

The controller as defined by the data protection act is

Memminger-IRO GmbH

Jakob-Mutz-Straße

72280 Dornstetten

You will find more information about our company, details of the authorised representatives of the company and additional contact options in the legal notice on our website:

<https://www.memminger-iro.de>

## Which of your personal data are processed by us? And for what purposes?

We only process the personal data that are required for the performance of the specified purposes and for statutory obligations. These may fall into the following categories:

- Contact information such as salutation, first name, family name, address, email address, telephone numbers
- Other information such as access data, IP-address or payment data

If we have received data from you then we only process them for the purposes for which we have received or collected them, for example:

- For the performance of the contract and for processing the contract
- To enter into correspondence with you
- To comply with legal and statutory obligations
- To safeguard legitimate interests
- To process any potentially pre-existing reciprocal transactions

Data processing for other purposes is only then considered if the legal requirements as specified pursuant to Art. 6, (4) GDPR exist. We of course observe all duties to provide the information pursuant to GDPR Article 13 (3) and GDPR Article 14 (4).

## What is the legal basis for this?

The legal basis for the processing of personal data is GDPR Art. 6, in the absence of other specific legal provisions. In this regard the following options are considered:

- Consent (GDPR Art. 6 (1) (a))
- Data processing for the performance of contracts (GDPR Art. 6 (1)(b))  
Data processing is required in particular in order to safeguard the completeness and accuracy of the data and their digitalisation and in order to be able to perform the contract.
- Data processing on the basis of a balance of interests (GDPR Art. 6 (1)(f))  
Data processing is required in particular in order to safeguard and optimise informed decision-making of the persons involved in your interest and also to safeguard a permanently high level of quality and uniformity of customer care by the controller.
- Data processing for the performance of a legal obligation (GDPR Art. 6 (1)(c))

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Data processing is required in particular to safeguard the completeness and accuracy of taxation data in accordance with the German taxation regulation, trade and industry code and the commercial code.

If personal data have been processed on the basis of your consent you have the right to withdraw your consent to us with future effect at any time.

If we process data on the basis of a balance of interests, you have the right as a data subject to revoke the processing of your personal data under consideration of the requirements of GDPR Art. 21.

### **How long are data stored?**

We process data for as long as they are required for the specific purpose. In the case of statutory retention periods – e.g. in commercial law or taxation law – the relevant personal data shall be stored for the duration of the statutory retention period (10 years). Upon expiry of the statutory retention period, it shall be checked whether there is any further processing requirement. Should no further processing requirement exist, the data shall be erased. The general storage period of personal data may, in exceptional cases, last up to 30 years if this is required for the establishment, exercise or defence of legal claims.

You can of course request access from us at any time (see below) to your personal data stored with us and if there is no existing requirement you can request the data be erased or its processing be restricted.

### **To which recipients are data disclosed?**

Your personal data are in principle only disclosed to third parties if this is required for the performance of a contract with you, the disclosure is admissible on the basis of a balance of interests within the meaning of GDPR Art. 6 (1) (f), we have a legal obligation of disclosure or you have given your consent in this regard.

### **Transfer of personal data to a third country**

It is not planned to transfer your personal data to a third country or to an international organisation, unless this is required for the performance of the contract with you. If legally prescribed you will be informed separately of the details.

### **Where are the data processed?**

Your personal data are processed by us in computer centres in the Federal Republic of Germany.

### **Your rights as a “data subject”:**

- Pursuant to GDPR Art. 15 you have the right of access to your personal data processed by us. In particular you can request access to the processing purposes, the category of the personal data, the categories of recipients to whom your personal data have been or will be disclosed, the planned storage period, the existence of a right to rectification, erasure, restriction of processing or objection, the right to lodge a complaint, the origin of your data if these were not collected with the controller, and on the existence of automated decision-making, including profiling, and where required, meaningful information on its details;
- Pursuant to GDPR Art. 16 you have the right to request the immediate rectification of inaccurate or incomplete personal data stored at the controller;
- Pursuant to GDPR Art. 17 you have the right to request the erasure of personal data stored at the controller unless the processing is required for exercising the right of freedom of expression and information, for compliance with a legal obligation, for reasons of the public interest or for the establishment, exercise or defence of legal claims;
- Pursuant to GDPR Art. 18, you have the right to request the restriction of processing of your personal data if the accuracy of the data is disputed by you, the processing is unlawful, if you however oppose their erasure, the controller no longer requires the data, yet you require them for the establishment, exercise or defence of legal claims, or have lodged a claim against the processing pursuant to GDPR Art. 21;
- Pursuant to GDPR Art. 20 you have the right to request that your personal data that you have made available to the controller is provided to you in a structured, commonly used and machine-readable format or for it to be transferred to another controller;

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- Pursuant to GDPR Art. 7 (3) you have the right to revoke the consent you gave to the controller at any time. The consequence of this is that the controller may no longer continue with data processing that was exclusively based on this consent and that the data subject, pursuant to GDPR Art. 77, may lodge a complaint with a supervisory authority.
- Generally in this regard you can contact the supervisory authority of your habitual residence or place of work or at our company head office.

In the event of a request for access that is not made in writing, we ask for your understanding if we then, where required, request documents from you which prove that you are the person for whom they will be issued to.

Right to object: In particular you have a right to object pursuant to GDPR Article 21 (1) and (2) to the processing of your data in association with direct marketing purposes if this is undertaken on the basis of a balance of interests.

### **Our data protection officer**

We have appointed a data protection officer in our company. You can reach this officer using the following contact details:

#### **Thomas Hug**

Geprüfter Datenschutzbeauftragter IHK/TÜV

Phone +49 0831 59090 400

E-Mail [datenschutz@idkom.de](mailto:datenschutz@idkom.de)

### **Right of appeal**

You have the right to appeal about our processing of your personal data to a data protection supervisory authority.