

Mandatory Information according to Article 12 ff. GDPR, for customers and potential customers

Contact details of the controller

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Contact details of the Data Protection Officer

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From which source do we obtain your personal data?

Generally, the data we collect is provided by you. The processing of the personal data provided by you is necessary to fulfill the obligations arising from the contract you have concluded with us. In line with your duty to cooperate you are required to provide the personal data we have requested to enable us to fulfill our contractual obligations.

The provision of your personal data is required for pre-contractual activities (e.g., the capture of master data in the potential customer process). If you do not provide the requested data, the contract cannot be concluded.

In order to provide our services it may be necessary to process personal data that we have received from other companies or other third parties, e.g., tax office, your business partners or similar, with permission, and for the respective purpose.

We may also process personal data from sources that are publicly accessible, e.g., websites, which we use legitimately and only for the contractual purpose concerned.

Purposes and legal bases of the processing

The personal data you provide to us will be processed in accordance with the provisions of the European General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG):

Due to legal requirements (according to Article 6 (1)(c) GDPR) or public interest (according to Article 6 (1)(e) GDPR)

The purposes of data processing result from legal requirements or lie in the public interest (e.g., compliance with retention obligations; proof of compliance with the tax consultant's duty to inform).

For the fulfillment of contractual obligations (according to Article 6 (1)(b) GDPR)

The purposes of the data processing result both from the initiation of pre-contractual activities which precede a business relationship that is subject to a contract, and from fulfilling the obligations from the contract we entered into with you.

On the basis of consent (according to Article 6 (1)(a) GDPR)

The purposes of processing personal data result from giving consent. You can withdraw your consent at any time with future effect. If consent was given before the GDPR took effect (25 May 2018), it can also be withdrawn. Any processing that took place before consent was withdrawn remains unaffected by the withdrawal. For example: sending a newsletter; consent to disclose data provided by you to third parties at your request (e.g., banks, insurance companies, shareholders, etc.).

Within the scope of balancing conflicting interests (according to Article 6 (1)(f) GDPR)

The purposes of the processing result from the protection of our legitimate interests. It may be necessary to process the data you have provided to us beyond the actual performance of the contract. Our legitimate interest may be used to justify further processing of the data you have provided to us, and provided that your interests or fundamental rights and freedoms do not outweigh this. In individual cases, our legitimate interests may be one or several of the following: establishing a legal claim; defending a liability claims; prevention of criminal offences.

Who receives the personal data you provide to us?

Within our company, only those departments which require access to the personal data you have provided to us, to fulfill contractual and legal obligations and which are authorized to process this data, will have access to this data.

To fulfil the contract we have concluded with you, only bodies which require this data for legal reasons, will receive the data you have provided to us, for instance, e.g., tax authorities; social insurance carriers; competent government agencies and courts.

Any other recipients will only receive the data you have provided to us at your request, if you give us the necessary consent.

Within the scope of our performance we use contractors who contribute to the fulfillment of contractual obligations, e.g., data center service providers; EDP partners; companies that shred documents, etc. These data processors are contractually bound by us to comply with the requirements of the GDPR and the BDSG.

Supplementary data protection information when using our video conferencing system or telephone conference via a video conferencing system

We use the tool **Microsoft TEAMS** as our video conferencing system. For more information on the data processing by the provider of the video conferencing system please refer to <https://privacy.microsoft.com/en-us/privacystatement>.

Processing of your personal data in the context of the use of our video conferencing system

When using our video conferencing system, the data you provide before or during the participation in an "online meeting" is processed:

- **User details:** username, display name, email address (optional information), profile picture, information (optional information), preferred language, etc.
- **Meeting metadata:** Meeting ID, participant IP addresses, service data for the respective session and use of the system (data from devices/hardware used), phone numbers (if dialling in with phone), location, name of the meeting and password from the organiser, if applicable.
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Chat, audio and video data: For audio and video transmission to take place, the application requires access to your microphone or video camera. You can mute or unmute these yourself at any time via the respective application. Any text entries you make in the chat are also processed, e.g. for recording the results of an online meeting.

- **For recordings (optional, and/or only with consent):** An MP4 file of all video, audio and presentation recordings, a text file of the online meeting chat. If "online meetings" are to be recorded, we will inform you in advance in a transparent manner, and - if necessary - ask for your consent. Your consent is voluntary. You can revoke this at any time with future effect. After you have withdrawn your consent, recording will be stopped.

In order to participate in an "online meeting" or to enter the "meeting room", you must **provide information about your name (or pseudonym) as a minimum requirement.**

Purposes and legal bases of processing in the context of the use of our video conferencing system

The purposes and legal bases for data processing when conducting "online meetings" are:

- **Article 6 (1)(f) GDPR** – we have a legitimate interest in the effective implementation of "online meetings",
- **Art. 6 (1)(b) GDPR, if applicable in conjunction with Article 11 StBerG** - the meetings are held within the context of contractual relationships or for conducting pre-contractual activities.

Will the data you provide to us be transferred to any third countries or international organizations?

Any data you provide to us will never be transferred to a third country or an international organization. If, in individual cases, you wish the data you have provided to us to be transferred to a third country or an international organisation, we will only do so with your written consent.

Does automated decision making, including profiling, take place?

No fully automated decision making (including profiling) according to Article 22 GDPR is used for the processing of the data you have provided to us.

Duration of processing (criteria for deletion)

The data you have provided to us will be processed for as long as it is necessary to achieve the agreed purpose of contract, generally, for the duration of the contract. After the end of the contractual relationship, the data you have provided to us will be stored to comply with statutory retention periods or on the basis of our legitimate interest. When the statutory retention period has expired and/or our legitimate interests no longer apply, the data you have provided to us will be deleted.

Expected periods of statutory retention obligations and our legitimate interests are:

- Fulfilment of retention periods required by commercial and tax law. The periods for retention and documentation specified therein range from two to ten years.
- Preservation of evidence under the statute of limitations: according to sections 195 ff. of the German Civil Code (BGB), the limitation period can be up to 30 years, whereas the normal limitation period is three years.

Information and access to your personal data

- Right of **access** according to Article 15 GDPR:

Upon request, you have the right to receive information free of charge as to whether and what data about you is stored and for what purpose it is stored.

- Right to **rectification** according to Article 16 GDPR:
You have the right to request from the Data protection officer the rectification of your incorrect personal data without any undue delay. Taking into account the purposes of the processing, you have the right to request the completion of incomplete personal data - also by means of a supplementary declaration.
- Right to **erasure ("Right to be forgotten")** according to Article 17 GDPR:
You have the right to request from the controller/Data protection officer that your data is erased without any undue delay. The controller/Data Protection officer is obliged to delete personal data immediately, if one of the following reasons applies:
 - a) The purposes for which the personal data was collected no longer apply
 - b) You withdraw your consent to the processing and there is no other legal basis for the processing.
 - c) You object to the processing and there is no other legal basis for the processing.
 - d) The personal data has been processed unlawfully.
 - e) The erasure of the personal data is necessary to fulfil a legal obligation under EU law or the law of the Member States to which the controller/Data protection officer is subject.
 - f) The personal data has been collected in relation to information society services provided in accordance with Article 8 (1).
- Right to **restriction of processing** according to Article 18 GDPR and Article 35 BDSG:
You have the right to request a restriction of the processing where one of the following applies:
 - a) You contest the accuracy of the personal data.
 - b) The processing is unlawful, but you oppose the erasure.
 - c) The personal data is no longer required for the purposes of processing; however, you still need the data to establish, exercise, or defend legal claims.
 - d) You have objected to processing according to Article 21 (1) GDPR. Pending the verification whether the legitimate grounds of the controller override those of the data subject, processing will be restricted.
- Right to **data portability** according to Article 20 GDPR:
You have the right to receive the personal data concerning you and which you provided from the controller in a structured, commonly used and machine-readable format. You have the right to transmit this data to another controller without hindrance by us.
- Right to **object** according to Article 21 GDPR:
If you would like to object please contact the Data protection officer (see above).
- Right to **lodge a complaint** with a supervisory authority according to Article 77 GDPR in conjunction with Article 19 BDSG:
If you believe that the processing of your data violates the GDPR, you have the right to lodge a complaint with the supervisory authority. Please contact the competent supervisory authority.
- **Withdrawal of consent** according to Article 26 (2) 2 BDSG:
If the processing is based on your consent according to Article 26 (2) BDSG, you have the right to **withdraw** the **consent** that was given for a particular purpose at any time, without prejudice to the legality of the processing which has taken place on the basis of the consent until it was withdrawn.