

## Information of affected persons (suppliers) in the case of direct collection of personal data (Art. 13 DSGVO)

### Responsible:

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### Data Protection Officer

Martin Hanak, e-Mail: info@hanak-datenschutz.de

### Purposes of the processing activity:

The purpose of data processing is to arrange appointments that are not directly attributable to the customer and to process orders with suppliers. We also receive contact data from data subjects for possible future collaboration.

### Legal basis of the processing activity:

The processing is necessary for the performance of a contract or a pre-contractual measure pursuant to Art. 6 para. 1 lit. b DSGVO.

In addition, the processing is necessary to fulfil the legal obligation regarding the legal retention of tax-relevant documents pursuant to Art. 6 para. 1 lit. c DSGVO.

Overall, there are a large number of legal bases for processing your data in Germany. The legal bases for processing are, for example, data processing due to statutory retention periods, which for the processing activity described here primarily result from Section 147 AO and Section 14 UStG. In addition, processing also takes place in cases in which you have given us your consent.

### Categories of recipients:

The data is collected within the scope of the intended purpose in compliance with the respective data protection regulations or any existing declarations of consent and, if necessary, transmitted to other recipients and third parties. In particular, the following can be considered as such:

#### Receiver internal:

- Management
- Assistant to the management
- Head of department

#### External receiver:

- Tax consultant
- Certified public accountant
- Processors within the meaning of the DSGVO

External data processors can be, for example, those in the areas of maintenance and care of the IT systems or the company website. These are usually processors within the meaning of Art. 4 No. 10 DSGVO, so that the processing of data by them does not constitute a transfer within the meaning of Art. 4 No. 2 DSGVO.

The tax office is also a possible recipient when fulfilling statutory transmission obligations, in particular according to

- Fiscal Code (§ 147 AO) and
- Value Added Tax Act (§ 14 UStG)

### Data transfers to third countries or international organizations:

The data is processed within Germany, the EU or the European Economic Area. In all these countries, there is a uniformly high level of data protection due to the EU General Data Protection Regulation, according to which the data is comprehensively protected.

There is no planned transfer to third countries.

**Storage period of personal data:**

Data with a contractual background is stored for 10 years and then deleted. This corresponds to the statutory retention period in accordance with §147 AO. If there are no other contractual or statutory retention periods, personal data will be deleted once the purpose has been fulfilled.

**Rights of the data subject:**

You have a right to information (pursuant to Art. 15 DSGVO) from the controller about the personal data concerning you and to rectification (Art. 16 DSGVO), erasure (Art. 17 DSGVO) and restriction of processing (Art. 18 (1) DSGVO). You also have the right to data portability (Art. 20 DSGVO).

You have the right to withdraw your consent at any time with effect for the future.

If you would like to exercise your rights, please contact the data protection officer named above.

You have the right to lodge a complaint with the competent supervisory authority.

**Obligation to provide personal data:**

The above-mentioned legal bases require the mandatory collection of your data. Without the provision of this data, a desired purchase contract with you cannot be concluded or continued. The collection and processing of the data is a prerequisite for the billing of the goods or services purchased from us. If the necessary information is not provided, billing as part of the purchase contract cannot take place.

**Automated decision making:**

There is no automated decision-making or profiling.