

Information requirements according to Article 13 and 14 EU-GDPR

Data processor

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Registered at the Nuremberg Commercial Register HRB 5080

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Processing framework

Purpose and legal basis for processing Article 6, Paragraph 1, letter a, b, f EU-GDPR

Customer data: The collection, processing or use of personal data for business purposes i.e. issuing offers, order confirmations or invoices, delivering goods or services as well as maintaining business contacts and providing information to customers.

Supplier data: The collection, processing or use of personal data for business purposes i.e. issuing offers, order confirmations or invoices, delivering goods or services as well as maintaining business contacts and providing information to suppliers.

Personnel data: The collection, processing or use of our employees' personal data for the implementation and processing of the respective employment contract.

Applicant data: The collection, processing or use of personal data of applicants for the initiation of employment contracts.

Categories of personal data that are processed

The key data categories are:

- > Name
- > Address
- > Name of the contact person in the company
- > Contact details (telephone number, mobile number, E-mail address, fax number)

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- > Customer number as well as order/delivery details for their initiation
- > Order and contract information
- > Invoice and payment information (bank account, SEPA mandate, etc.)

Origin of the data

The data saved is collected within the scope of our contractual relationship as well as individual orders or is the result of business relations and the initiation of business transactions. The data is saved for the fulfilment and processing of the orders placed with us and according to documentation and archiving obligations relating to trade and tax regulations. It is collected from the ERP system, e-mail signatures and documents. The processing of data is based on Article 6, Paragraph 1, f EU-GDPR.

Recipients of personal data

Public authorities who receive information based on statutory regulations (z. B. social insurance agencies, financial authorities).

Internal departments who are involved in the execution of the relevant business procedures (personnel administration, finance, controlling, production, documentation, sales, purchasing, technology and IT).

External departments (contractual partners) in so far as these are necessary for the fulfilment of a contract. External contractors (service providers) according to Article 28 EU-GDPR for the processing of Data in our order.

Further external departments for example credit institutes (salary payment, supplier invoices), companies belonging to the group or other external departments for the fulfilment of the above-mentioned functions as long as the person in question has provided written consent; this is required for the fulfilment of the contract; or transmission is permitted due to overriding interest.

Transfer of data to partners in third countries

Personal data will **not** be transferred outside of the European Union.

Duration of data retention

10 years	Annual reports, trading and account records, operating procedures, organisational documentation, invoices and booking documents.
6 years	Trade and business correspondence as well as other documents.
4 years	Verification according to Article 35 Paragraph 2 No. 4 of the German Federal Data Protection Act (Bundesdatenschutzgesetz).
3 months	Speculative applications via e-mail, digital applications in general.

According to Article 17 EU-GDPR, the following data will be deleted, if:

- > saving the data is no longer necessary
- > the person in question revokes his consent for data processing
- > the data was processed unlawfully
- > there is a legal obligation to do so according to EU or national law.

Processing limitations according to Article 18 EU-GDPR

In the case of automatic data processing, if deletion is not possible or only with disproportionately high efforts due to a particular type of storage, and if the person in question is regarded as having

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minimal interest in the deletion, their rights and the obligation of those responsible to delete personal data according to Article 17 Paragraph 1 of the EU directive 2016/679 in addition to the exceptions named in Article 17 Paragraph 3 of the EU directive 2016/679 are no longer exist. In this case the limitation of processing according to Article 18 of the EU directive 2016/679 supersedes the deletion. The above does not apply if the personal data is processed unlawfully.

Rights of the data subject

The user has the right to receive, upon request and free of charge, information regarding the personal data stored (Article 15 EU-GDPR). Moreover, the user can request the data be corrected (Article 16 EU-GDPR) or deleted (Article 17 EU-GDPR). Please contact us should you wish to learn which personal data we have saved about you or should you wish your data to be deleted or corrected.

In addition, according to legal regulations, users have the right to limit the processing (Article 18 EU-GDPR), the right to object to the processing (Article 21 EU-GDPR), the right of revocation (Article 7 EU-GDPR), the right to data portability (Article 20 EU-GDPR) as well as the right to appeal at the relevant supervisory authority (Article 57 EU-GDPR). In such cases, please contact us directly.

The withdrawal of consent or objection can be sent in writing to:

SPECK Pumpen Verkaufsgesellschaft GmbH
Hauptstraße 3
91233 Neunkirchen am Sand
Germany
Phone: +49 9123 949-327
E-Mail: datenschutz@speck-pumps.com

Automated decision-making and profiling

Automated procedures and decisions according to Article 22 EU-GDPR or other profiling measures (Article 4 EU-GDPR) will **not** be used.

Validity of and changes to these information requirements according to Articles 13 and 14 EU-GDPR

These information requirements regarding data protection are currently valid, as of May 2018. It may be necessary to amend this information due to changes in legal and/or government standards, among others. The current information requirements regarding data protection can be found on our website speck-pumps.com.