

Transparency and information requirements pursuant to Articles 13 and 14 General EU Data Protection Regulation (GDPR) of Systemec GmbH & Co. KG

General

We take the protection of your personal data very seriously. We treat your personal data with confidentiality and in accordance with data protection regulations and this data privacy policy. Personal information is any data with which you can be personally identified. This privacy policy explains what information we collect and what we use it for. It also explains how and for what purpose this is done.

Responsible body

Company Name: Systemec GmbH & Co. KG
Address: Konrad Adenauer road 15, 35440 Linden / Germany
Phone: +49 (0) 6403 67070-0
Fax: +49 (0) 6403 67070-222
Email: info@systemec-lab.de
Web: www.systemec-lab.de

Data Protection Officer (external)

Dr. Johannes Schröder
Griegstr. 6, 49565 Bramsche / Germany
Phone: 05461 886299
Mail: datenschutz@systemec-lab.de

Legal basis for personal data processing

We only process personal data if there is a legal basis, i.e.

- if the data subject has given his/her consent (Art. 6, Para 1a GDPR)
- for the performance of a contract (Art. 6, Para. 1b GDPR)
- if there are legitimate interests (Art. 6, Para. 1f GDPR)
- for the fulfilment of a legal obligation (Art. 6, Para. 1c GDPR).

Processing of data, data categories and affected groups of persons

All personal data is collected and processed in accordance with the EU General Data Protection Regulation (GDPR) and the EU GDPR (BDSG-new) Adaptation and Implementation Act.

We process the following data from you:

Company name, surname and first name of contact persons and (end) customers, address, telephone and fax number, email, bank details, contracts, orders, delivery notes, invoices. The data belongs to the following data categories: identification data, communication data, financial data, order and contract data and invoicing data. The following groups of people are affected: Customers, interested parties, employees.

Use of your data (purpose)

This data is collected,

- to identify you as our customer
- to process your request, your order appropriately
- for the fulfilment of orders

Geschäftsführer:

Helmut Winkelmann

Amtsgericht Gießen HRA 5256

Ust-IdNr. DE353846130

Sparkasse Gießen

IBAN DE88 5135 0025 0200 6388 74

BIC SKGIDE5F

Volksbank Mittelhessen

IBAN DE80 5139 0000 0053 3821 00

BIC VBMHDE5FXXX

Deutsche Bank

IBAN DE33 5137 0024 0014 4550 00

BIC DEUTDE33



- for correspondence with you
- for invoicing
- for information purposes

Rights as data subject

As data subject, you always have the right to

- a free information about your stored personal data (Art. 15 GDPR), its origin and recipients and the purpose of processing your data,
- correction (Art. 16 GDPR),
- restriction of processing (Art. 18 GDPR),
- deletion of this data in compliance with any existing legal retention obligations (Art. 17 GDPR),
- complain to the competent supervisory authority (Art. 77 GDPR),
- data portability (Art. 20 GDPR).

Transfer of data

Your data will not be passed on to third parties, unless that is needed to fulfil your request/order. Your data will not be passed on to third parties.

Automated decision-making and profiling

No procedures of automated decision-making according to Art. 22 GDPR or other profiling measures according to Art. 4 No. GDPR will be carried out.

Withdrawal of consent

You can withdraw your consent at any time for future effect. If you wish to exercise your right of objection, simply send an email to Systec GmbH & Co. KG (see above).

Deletion of personal data

The personal data collected by us will be deleted after the end of the purpose, taking into account the legal retention obligations.

Technical-organisational measures

We take technical and organisational measures to process your data with a high degree of security. Particular emphasis is placed on the following points:

- **Confidentiality** (Art. 32 Para. 1b GDPR), in particular access, input, transfer, and disconnection control.
- **Integrity** (Art. 32 Para. 1b GDPR), in particular transmission, input, processing, documentation and order control.
- **Availability and loading capacity** (Art. 32 Para. 1b GDPR), in particular availability control and recoverability.
- **Procedures for periodic review, assessment and evaluation** (Art. 32 Para. 1d of the GDPR; Art. 25 Para. 1 GDPR), in particular data protection management, data protection-friendly presets and organisational control.

Systec GmbH & Co. KG

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