

# Data protection information when contacting us

## Responsibilities

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## Contact details of the data protection officer

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## Brief description

With this data protection notice, we would like to inform customers, business partners, applicants, suppliers or interested parties or contact persons of a business partner, supplier or interested party about how we process personal data.

## Purpose of data processing

The processing of your personal data is carried out for the following purposes, insofar as it is necessary to achieve the purposes:

- Offering and performing our services (including correspondence, preparing offers, processing purchase orders, deliveries or payments),
- Maintaining business relationships (including correspondence, processing purchase orders, deliveries or payments),
- Responding to enquiries,
- Carrying out application processes.

In the case of a job application, the processing is carried out solely for the purpose of assessing your suitability, skills and professional performance with regard to the position for which you are applying.

As part of our legal obligations, we carry out continuous checks to ensure that we do not maintain any business relationships with persons or organizations that are on national or international sanctions lists. This serves to protect our company from legal and economic risks.

## Legal basis

- Contract initiation or execution pursuant to Art. 6 para. 1 sentence 1 lit. b GDPR (e.g. to fulfil our contractual services or to execute the employment contract or in the application process to initiate it),
- safeguarding our legitimate interests in accordance with Art. 6 para. 1 sentence 1 lit. f GDPR (e.g. to process enquiries or to establish or maintain business relationships),
- fulfilment of legal obligations pursuant to Art. 6 para. 1 sentence 1 lit. c GDPR,
- on the basis of consent (e.g. for longer storage of application documents) pursuant to Art. 6 para. 1 sentence 1 lit. a GDPR in conjunction with Art. 7 GDPR

## Data sources

Collection of data from the data subject

Application documents

Assignment

Contract

Personal interview

E-mail

Letter

Website

Invoice

## Data categories

### Business relationships:

We process personal data that we receive from you or from your customers, suppliers or interested parties as part of our business relationship. In addition, we process personal data that we legitimately obtain from public directories and official announcements and other generally accessible sources or that are legitimately made available to us by contractual partners:

- Personal master data (name, address, associated company, function),
- Contact data (e-mail address and telephone number/mobile phone number, if applicable),
- Data on current and previous orders,
- Contract, payment and billing data,
- usage data and logs,
- advertising and sales data and
- information comparable with the categories mentioned.

### Job applications:

As part of the application process, we process personal data such as:

- Personal details (surname, first name, date of birth)
- Address data (address, place of residence)
- Contact details (email address, telephone number/mobile phone number, if applicable)
- Nationality
- Relevant identification numbers (e.g. passport number)
- Application documents (cover letter, CV, certificates, qualifications)
- Special categories of personal data (health data such as illnesses and disabilities)

## Standard deadlines for deletion

The personal data required for the fulfilment of the contract will be **stored for the duration of the business relationship and then deleted immediately** unless

- there are statutory retention and documentation obligations for longer storage (e.g. from HGB, StGB or AO) pursuant to Art. 6 para. 1 sentence 1 lit. c GDPR,
- there is a legitimate interest in further storage (e.g. during the current limitation period, which is usually three years, but can also be up to 30 years in certain cases) in accordance with Art. 6 para. 1 sentence 1 lit. f GDPR,
- or you have consented to further storage in accordance with Art. 6 para. 1 sentence 1 lit. a in conjunction with Art. 7 GDPR. Art. 7 GDPR have consented.

If your application is successful, your personal data will be stored in your personnel file and used to implement and terminate the employment relationship. If we are unable to offer you employment, we will continue to process your **application data for 6 months after sending the rejection**. If you consent to the storage of your data beyond this period (e.g. for consideration for future vacancies), we will delete your data after two years at the latest **or if you revoke your consent**.

In principle, personal data is deleted as soon as it is no longer necessary for the purposes for which it was collected or otherwise processed (Art. 17 para. 1 lit. a GDPR).

## Requirement

You are not obliged to provide your personal data.

## Consequences of non-provision

If you do not provide us with your personal data, we will not be able to process it for the above-mentioned purposes.

## Automated decision-making and profiling

As a responsible company, we do not use automated decision-making or profiling.

## Recipients or categories of recipients of the personal data

Within our company, those departments that require your data to fulfil our contractual and legal obligations as well as our legitimate interests will have access to it.

Service providers used by us in the categories of IT services, logistics, printing services, telecommunications, marketing, legal and tax advice, debt collection companies, auditing or accounting may also receive data for these purposes. If required by law, we have concluded the necessary agreements with these companies on the order agreement (Art. 28 GDPR) to ensure that the personal data is processed in accordance with the law.

We only pass on your data to third parties if and insofar as consent has been given or contractual and/or legal regulations provide for this.

In addition, to the extent permitted by law, we may transfer your personal data to public authorities (e.g. social security institutions, tax authorities or law enforcement agencies) and courts in Germany and abroad in order to fulfil legal obligations.

## Intention to transfer to a third country or international organization

In individual cases, data will only be transferred on the basis of an adequacy decision by the European Commission, standard contractual clauses, other suitable guarantees or your express consent.

There is no intention to transfer personal data to a third country or an international organisation.

## Right to information

You have the right to request information/access about the personal data we process about you. In the case of a request for information that is not made in writing, we ask for your understanding that we may then require evidence that proves that you are the person you claim to be.

In addition, you are entitled to the following further rights:

- *right to rectification or erasure,*
- *right to restriction of processing,*
- *right to object to processing,*
- *right to data portability,*
- *right to withdraw* any data protection consent you have given to us.  
The withdrawal can be made at any time via the previously mentioned contact options. In the event of withdrawal, the lawfulness of the processing carried out on its basis until the withdrawal is not affected.

You are welcome to contact us via the aforementioned contact options to exercise your data subject rights.

## Right to lodge a complaint with a supervisory authority

There is also the right to complain to a supervisory authority, if you are of the opinion or suspect that the processing of your personal data violates data protection regulations.

Contact details of the supervisory authority responsible for our company:

The Hessian Commissioner for Data Protection and Freedom of Information.

E-mail: [poststelle@datenschutz.hessen.de](mailto:poststelle@datenschutz.hessen.de)