

# Privacy notice for business customers

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We hereby inform you about processing of your personal data by Reiling Group and your claims and rights under data protection law.

## 1. Who is responsible for the processing activities? Who can I turn to?

The controller is:

Reiling GmbH & Co. KG

Bussemasstraße 49

D-33428 Marienfeld

Phone: +49 5247 9803 0

Fax: +49 5247 9803 33

Email: [info@reiling.de](mailto:info@reiling.de)

You may contact our data protection officer at:

Data protection officer

Reiling Group

Bussemasstraße 49

D-33428 Marienfeld

Phone: +49 5247 9803 0

Fax: +49 5247 9803 33

Email: [datenschutz@reiling.de](mailto:datenschutz@reiling.de)

## 2. What sources and data do we use?

We process personal data that we receive directly from you within the context of our business relationship. To the extent necessary for the provision of our services, we will process data permissibly obtained from third parties (e.g.: Creditreform). We will also process personal data that we have permissibly acquired from publicly accessible sources (e.g. debtor registers, land registers, commercial and association registers, press, and other media) and are allowed to process.

Relevant personal data may be, in particular:

Personal data (name, date of birth, place of birth, nationality, profession/industry, and similar data)

Contact details (address, email address, phone number, and similar data)

Legitimation data (ID, reporting, and similar data)

Account information (IBAN, BIC)

Data from your information within the context of consulting interviews

### 3. What is the legal basis on which we process your data?

We process personal data in coordination with the provisions of the European General Data Protection Regulation (GDPR) and the Federal Data Protection Act (Bundesdatenschutzgesetz; BDSG):

#### 3.1 For compliance with contractual obligations, point (b) of Article 6 (1) GDPR

Personal data (Article 4 (2) GDPR) are processed to initiate or perform our contracts with you or to perform your orders.

Processing serves in particular the provision of commercial transactions as well as the contractual services related to it (e.g. rental transactions, services, etc.).

The purpose of processing activities is targeted mainly at the products chosen by you and comprises the services necessary for this.

The further details for the purpose of processing activities can be taken from the respective contract documents and terms and conditions.

#### 3.2 Within the scope of consideration of interests in accordance with point (f) of Article 6 (1) GDPR

We will process your data beyond the actual compliance with the contract if this is necessary to protect our legitimate interests or those of third parties, e.g.:

consultation of and data exchange with rating agencies (e.g. Creditreform) and acquisition of bank information for investigation of creditworthiness or default risks;

Establishment of claims and defences in legal disputes;

Ensuring IT security and IT operation of the companies of Reiling Group;

Preventing and investigating criminal offences;

Video monitoring for perception of house right to secure evidence in criminal offences;

Measures for building and system security (e.g. access controls);

Measures to ensure house rights;

Communicating with our direct interlocutors at your site;

Communicating with sales partners.

### 3.3 Based on your consent, point (a) of Article 6 (1) GDPR

As far as you have consented to processing of personal data for certain purposes, you can withdraw this consent at any time. Please note that the withdrawal will only be effective for the future. Processing that took place before the revocation is not affected by this and remain lawful.

## 4. Who will receive my data?

Your data will be disclosed to those departments that need it to fulfil our contractual and legal obligations within the companies of Reiling Group. Your data will only be passed on to external parties

in connection with the processing of contracts (e.g. suppliers, etc.);

as far as a company of Reiling Group is obligated by law to provide information or to report (e.g. to tax authorities due to tax regulations, etc.);

if applicable, to lawyers or tax consultants who are legally obligated to maintain confidentiality;

or if you have consented to us passing on your data to third parties. We will not pass on your data to any third parties beyond this. If we use service providers, your data will be subject to the same security standards as we do.

## 5. For how long will my data be stored?

As far as necessary, we will process and store your personal data for the duration of our business relationship, including the preparation and processing of a contract. Beyond this, we are subject to different storage and documentation obligations that result, inter alia, from the Commercial Code (Handelsgesetzbuch; HGB) and the Tax Code (Abgabenordnung; AO). The time limits stipulated there for archiving or documentation are between two and ten years. Finally, the storage duration may also be according to the statutory expiration periods, e.g. three years according to Sections 195 et seqq. of the German Civil Code (Bürgerliches Gesetzbuch; BGB), or up to thirty years.

## 6. Are any data transmitted to a third country or international organisation?

Data are not transferred to any third countries (countries outside the European Economic Area – EEA).

## 7. What data protection rights do I have?

You have the following rights towards us:

Information about your personal data according to Article 15 GDPR;

and, subject to specific conditions

a right to rectification in accordance with Article 16 GDPR if your personal data are incorrect;

a right to erasure in accordance with Article 17 GDPR if erasure is not opposed by, among other things, any legal retention obligations;

a right to restriction of processing of the data to specific purposes according to Article 18 GDPR;

a right to objection to processing of your personal data in accordance with Article 21 GDPR;

a right to data portability in accordance with Article 20 GDPR, i.e. the right to receive your data in a structured, commonly used and machine-readable format.

Furthermore, you are due

a right to lodge a complaint with a data protection supervisory authority (Article 77 GDPR). Your competent supervisory authority is the one for your place of residence. A list of supervisory authorities can be found on the homepage of the Federal Commissioner for Data Protection and Freedom of Information (<https://www.bfdi.bund.de>).

## 8. Am I under any obligation to provide data?

Within the framework of our business relationships, you only need to provide such personal data that are necessary to initiate, take up and carry out the business relationship or the collection of which is required by law (e.g. your personal data, see above). Without these data, we will usually have to refuse conclusion of a contract or execution of the order or will be unable to carry out an existing contract or we may have to terminate it.

## 9. Is there any automated decision-making in an individual case?

There is no automated decision making. We hope that this information has helped you exercise your rights. If you would like any more detailed information on data protection regulations, please read our data protection policy or ask your supervisory authority. Our data protection officer will also be happy to answer any questions you may have regarding data protection.