

## Data protection information for the processing of business contacts

### Description and scope of data processing

In addition to contact information provided electronically, employees and managing directors of our company are also provided with e.g. business cards or lists of participants at events containing business contact information. In addition, business contact information from other sources is collected and processed.

These personal business contact data will be transferred to the contact database/CRM system:

- Title
- First and last name
- Company
- Position
- Company address
- E-Mail address
- Web address
- Telephone number
- Mobile phone number
- Fax number

In addition, the time and purpose of the handing-over of contact data and, if applicable, further information from business communication are stored, e.g.:

- Line of business
- Appointment details
- History of contacts
- Customer reference number, customer type

The data will be processed exclusively within the context of our business relationship. The data will not be passed on to third parties unless you expressly agree.

### Legal basis for data processing

The legal basis for the processing of data provided in the context of the collection and storage of business contact data is Article 6(1) (f) GDPR.

If the establishment of contact is based on pre-contractual measures or aims at the conclusion of a contract, Article 6(1) (b) GDPR is the additional legal basis for the processing.

The sanctions list review is based on Article 6(1) (c) GDPR.

### Purpose of data processing

Administration and provision of contacts to individuals, companies, employees of companies or public authorities.

The processing of business contact data may be used for one or more of the following purposes:

- Maintenance of contact
- Information exchange/transmission of information material
- Cooperation / business cooperation
- Prospective future cooperation / business cooperation
- Offer preparation and contract processing
- Financial statement
- Project management

The necessary legitimate interest in the processing of the data is related to the aforementioned purposes.

Further purpose of the processing of business contact data is the sanctions list check for export or EU embargo control, which must be carried out due to the requirements of the European foreign trade law.

### **Duration of storage**

After a period of four years (at the end of each calendar year), the need for additional storage of personal data in contact management will be reviewed. Data will be deleted unless they need to be stored longer depending on the purpose. The check is carried out in accordance with the respective purpose.

If you withdraw your consent to the further processing of your contact data, the data will be deleted immediately.

The data will be deleted after four years or objection, if no legal consideration (retention periods, traceability) prevents this.

### **Right to object and right to rectification**

You have the possibility of withdrawing your consent to the processing and storage of your personal business contact data at any time. If you have given your consent to the processing of personal business contact data, you have the possibility to withdraw your consent for processing at any time.

In both cases, all personal data stored in the context of contact management will be deleted, unless there are legal reasons to the contrary (retention periods, verifiability). In the last-mentioned case, the data will be blocked. In case of deletion or blocking of data an existing conversation cannot be continued or future contact will not be established.

Kropfmühl, 03.02.2020