

Duty to inform according to Art. 13 and Art. 14 GDPR
for the processing of customer data and data of interested parties

Data processor

Name and contact details of the person responsible:

HOLZAMMER Kunststofftechnik GmbH

Am Ursprung 9
D-92369 Sengenthal

Managing Director:
Mathias Holzammer

E-Mail: kontakt@holzammer.de

Register court: Nuremberg Local Court
Register number: HRB 3237
Sales tax identification number according to §27 a Sales Tax Act
DE133539482

Name and contact details of the data protection officer:

Mrs. Gisela Pöllinger
Datenschutz Pöllinger GmbH
Dresdner Str. 38
92318 Neumarkt
Tel.: 09181/2705770
E-Mail: datenschutz@datenschutz-poellinger.de

Processing frame

Purpose and legal basis for the processing

Art. 6, paragraph 1, letters a, b, f GDPR

Customer data / data of interested parties: Personal data is collected, processed or used to fulfil the business purpose such as pre-contractual measures (e.g. to prepare offers, process enquiries), to fulfil contractual obligations (order, order and payment processing, invoicing), to supply goods and services (Art. 6 para. 1 lit. b EU-GDPR), as well as to maintain business contact and to inform the business partner about new products and service offers (para. 1 lit. f GDPR). Furthermore, there is a legal obligation for processing (e.g. due to tax law requirements), (Art. 6 para. 1 lit. c EU-GDPR).

Categories of personal data processed:

Essential categories of data are:

- Name
- address
- contact data of contact persons in the company (first name, last name)
- Communication data (telephone number, mobile number, email address, fax number)
- customer number as well as order and delivery data for the purpose of the initiation

- Order and contract data
- billing and payment data (bank details)

Origin (source) of the data

The stored data was collected within the scope of our contractual relationship and for the initiation of contracts as well as individual orders, or it arose within the scope of business relations and initiation of business. The data is stored for the fulfilment and processing of the orders placed with us as well as the documentation and archiving obligations under commercial and tax law. Recording from entries in the ERP system, signatures from e-mail and documents. Your data is processed on the basis of Article 6 Paragraph 1, lit. b,c,f EU-GDPR.

Recipients (categories) of personal data

Public bodies that receive data on the basis of statutory regulations:

Financial authorities

Internal bodies involved in the execution of the respective business processes:

Management, administration, accounting, controlling, production, documentation, sales, shipping (logistics), purchasing, construction, project department and IT.

External bodies (contractual partners) insofar as these are necessary for the fulfilment of the contract. External contractors (service companies) in accordance with Art. 28 GDPR to handle the processing of data on our behalf:

IT service providers, software providers, haulage companies, waste disposal companies, website providers

Other external bodies: companies belonging to the group or other external bodies for the fulfilment of the above-mentioned purposes, insofar as the data subject has declared his or her written consent, this is necessary for the fulfilment of the contract or a transfer is permissible for predominant legitimate interest:

Credit institution, insurance, tax advisor, auditor, lawyer, customs

Transfer to third countries

As a matter of principle, personal data will not be transferred outside the European Union.

A transfer takes place in individual cases only on the basis of an adequacy decision of the European Commission, standard contractual clauses, appropriate guarantees or your express consent.

Duration of storage / deletion

After the statutory retention period:

10 years	Annual financial statements, opening balance sheets, commercial and business books, records, work instructions, organisational documents, invoices and accounting vouchers (HGB, AO, EStG, KStG, GewStG, UStG, AktG, GmbHG, GenG)
6 years	Commercial and business letters and for other documents (HGB, BGB)

30 years

Enforceable titles

The following data will be deleted in accordance with Art. 17 GDPR:

- When the storage of the data is no longer necessary
- If the data subject has withdrawn consent to data processing
- If the data have been processed unlawfully
- If there is a legal obligation to delete under EU or national law

Restriction of processing pursuant to Article 18

If, in the case of non-automated data processing, erasure is not possible or possible only with a disproportionate effort due to the specific nature of the storage and if the data subject's interest in erasure is to be regarded as minor, the data subject's right to and the controller's obligation to erase personal data pursuant to Article 17(1) of Regulation (EU) 2016/679 shall not apply, in addition to the exceptions set out in Article 17(3) of Regulation (EU) 2016/679. In this case, erasure shall be replaced by restriction of processing pursuant to Article 18 of Regulation (EU) 2016/679. The first and second sentences shall not apply where the personal data have been processed unlawfully.

Rights of the data subject

- Information about the data stored about you (Art. 15 GDPR). In particular, you can request information about the processing purposes, the category of personal data, the categories of recipients to whom your data has been or will be disclosed, the planned storage period, the existence of a right to rectification, erasure, restriction of processing or objection, the existence of a right of complaint, the origin of your data if it has not been collected by us, as well as the existence of automated decision-making including profiling and, if applicable, meaningful information about its details.
- Rectification - If inaccurate personal data are processed (Art. 16 GDPR),
- erasure and restriction as well as objection to processing (Art. 17, 18 and 21 GDPR).
- Right to data transfer (Art. 20 GDPR, to receive your personal data that you have provided to us in a structured, common and machine-readable format or to request the transfer to another controller.
- Revocation of consent (Art. 7 (3) GDPR). This has the consequence that we may no longer continue the data processing based on this consent for the future.
- Right of appeal to the competent supervisory authority (Art. 77 GDPR)

Right to object

If your personal data is processed on the basis of legitimate interests pursuant to Art. 6 (1) sentence 1 lit. f GDPR, you have the right to object to the processing of your personal data pursuant to Art. 21 GDPR, insofar as there are grounds for doing so that arise from your particular situation or the objection is directed against direct advertising. In the latter case, you have a general right of objection, which is implemented by us without specifying a particular situation.

Right to withdraw consent

Every data subject has the right within the meaning of Art. 6 (1) (a) or Art. 9 (2) (a) to revoke individual or all consents given, e.g. for the performance of a contract, at any time and without disadvantage to him/herself, without the lawfulness of the processing carried out on the basis of the consent up to the revocation being affected.

Please send any revocation of consent or objection in writing to:

HOLZAMMER Kunststofftechnik GmbH

Am Ursprung 9

D-92369 Sengenthal

datenschutz@holzammer.de

Automated decision making and profiling

No automated decision-making procedures pursuant to Art. 22 GDPR or other profiling measures Art. 4 No. 4 GDPR are used.

Up-to-dateness and amendment of this information obligation pursuant to Art. 13 and Art. 14 GDPR

This data protection information obligation is currently valid and has the status October 2022. It may be necessary to amend this information due to changes in legal or official requirements, among other things. You can access and print out the current information obligation on data protection at any time on the website www.holzammer.de/de/datenschutzerklärung.html.