

## Information on the Processing of Personal Data within Germany and the Countries of the European Union

(Information to be provided pursuant to Articles 13 and 14 GDPR)

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Status: August 2018

1. The Controller responsible for the processing of personal data within the meaning of the General Data Protection Regulation (GDPR) is: SURTECO GmbH, Johan-Viktor-Bausch-Str. 2, 86647 Buttenwiesen
2. The Group Data Protection Officer, Dr. Catrin Kollmann, is available to answer any questions you might have regarding the processing of your personal data at: SURTECO Group SE, Johan-Viktor-Bausch-Str. 2, 86647 Buttenwiesen T: +49 8274 9988-0, [datenschutz@surteco.com](mailto:datenschutz@surteco.com)
3. We process personal data for the purposes of preparation for and establishment, execution, formulation and termination of agreements concerning the delivery of goods and services with customers, suppliers, service providers and potential customers in compliance with the relevant provisions of legislation governing data protection and in particular with the General Data Protection Regulation. We also collect, process and use the data of customers, suppliers, service providers and potential customers for marketing, sales and other administrative purposes such as, for example, accounting. As soon as a business relationship has been established, the data we collect are used to enable us to fulfill our obligations towards other business partners. The same applies as regards any legal obligations towards public authorities, e.g., in the area of taxation. No agreement can be entered into with SURTECO GmbH without providing the requisite data.
4. The data/categories of data processed include personal data such as names, occupations and contact details. The groups of individuals include customers, suppliers, service providers and potential customers.
5. Your personal data will be disclosed – for the purposes mentioned in section 3 – exclusively to the following recipients or categories of recipients. The data will be made available internally within the company to employees if and to the extent required for operational purposes. Data will also be transferred to public authorities insofar as required by law. Data will be made available to non-governmental institutions only if a legal basis exists for such action. Data will otherwise be made available to third parties only with the written consent of the parties concerned.
6. Your personal data will be stored as long as necessary for the purposes of preparation for and establishment, execution, formulation and termination of agreements and compliance with legal records management and retention requirements (e.g., § 257 of the German Commercial Code [*Handelsgesetzbuch* – HGB], § 147 of the Fiscal Code [*Abgabenordnung* – AO]). Your personal data will be stored for the purposes of the advertising and market research as long as we have a legitimate interest in processing such data under the relevant provisions of law.
7. You have the right of access, rectification, erasure, restriction of processing and data portability pursuant to the relevant provisions of law and pursuant in particular to Art. 15 to 20 GDPR. You may object to the processing of your data at any time. We use telephone advertising only if the consent of the customer can at least be assumed pursuant to § 7(2) no. 2 of the Act against Unfair Competition [*Gesetz gegen den Unlauteren Wettbewerb* – UWG]. As a regular customer, you will receive electronic advertising addressed to you in compliance with the provisions of § 7(3) of the Act against Unfair Competition or with your consent. You may withdraw your consent at any time without specifying any reason for doing so. Data processing will remain legal until consent is withdrawn.
8. You also have the right to lodge a complaint with your jurisdictional data protection supervisory authority if you are of the opinion that the processing of your data infringes provisions of legislation governing data protection. The responsible supervisory authority is:  
Bayerisches Landesamt für Datenschutzaufsicht, P.O. Box 606 in 91511 Ansbach, T: +49 981 531300, [Poststelle@lda.bayern.de](mailto:Poststelle@lda.bayern.de)
9. We do not collect or process data of third parties.