

General duty of information pursuant to Art. 13, 14 GDPR for customers and suppliers

1. Who is responsible for data processing and whom can you contact?

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Our data protection officer can be contacted at the above addresses, at the attention of the data protection officer, or at privacy-policy@siebert-group.com respectively.

2. Processing purposes and legal basis

Your personal data will be processed in accordance with the provisions of the Basic Data Protection Ordinance (GDPR), the Bundesdatenschutzgesetz (BDSG in Germany) and other relevant data protection regulations. You may provide our contractual documents, forms, declarations of consent and other information provided to you (e.g. the website or the terms and conditions) with further details and additions for processing purposes.

2.1 Consent (Art. 6 para. 1 letter a) GDPR)

If you have given us consent to the processing of personal data, the respective consent is the legal basis for the processing mentioned there. You can revoke your consent at any time with effect for the future. The lawfulness of the data processing based on the consent until revoked data processing is not affected by this.

2.2 Fulfilment of contractual obligations (Art. 6 para. 1 letter b) GDPR)

We process your personal data to the extent necessary to provide the contractual services. We need the data for the execution of the contract.

2.3 Fulfilment of legal obligations (Art. 6 para. 1 letter c) GDPR)

We process your personal data, if this is necessary for the fulfilment of legal obligations.

3. Categories of personal data processed by us

The following data will be processed:

- Name, first name, title, academic degree
- Language
- Contact details (such as email addresses, telephone or fax number)
- Sex
- Company address
- Department, Function

4. Who receives your data?

We do not pass on your personal data to third parties. The data will only be passed on to third parties by the person named under point 1 and its affiliated companies and subsidiaries.

In individual cases, the following entities may receive your data:

- Contract processors used by us (Art. 28 GDPR)
- Service providers for supporting activities and other responsible persons within the meaning of the GDPR, in particular in the areas of IT services, logistics, courier services, printing services, external computer centres, support/maintenance of IT applications, archiving, receipt processing, accounting and controlling, data destruction, purchasing/procurement, customer administration, letter shops, marketing, telephony, website management, tax consultancy, auditing services, credit institutions.
- Public bodies and institutions where there is a legal or official obligation under which we are obliged to provide information, report or pass on data or where the passing on of such data is in the public interest.
- Bodies and institutions on the basis of our legitimate interest or the legitimate interest of the third party (e.g. authorities, credit agencies, debt collection agencies, lawyers, courts, experts, group companies and bodies and supervisory bodies).
- Other places for which you have given us your consent for the data transfer

5. Transfer your data to a third country or an international organization

A transfer of your data to countries outside the EU or EEA (third countries) does not take place and is not planned.

6. How long do we store your data?

Data are stored as long as we store them for the implementation of contractual measures.

In addition, we are subject to various storage and documentation obligations arising, among other things, from the legal framework conditions. The time limits specified there for storage and documentation are up to 10 years.

Ultimately, the storage period is also assessed according to statutory limitation periods.

7. To what extent is there automated decision making in individual cases (including profiling)?

We do not use purely automated decision-making procedures pursuant to Art. 22 GDPR. Should we use these procedures in individual cases, we will inform you separately if this is required by law.

8. Your rights of data subjects

You have the right of access pursuant to Art. 15 GDPR, the right of rectification pursuant to Art. 16 GDPR, the right of deletion pursuant to Art. 17 GDPR, the right of restriction of processing pursuant to Art. 18 GDPR and the right of data transfer pursuant to Art. 20 GDPR.

In principle, according to Art. 21 GDPR, we have the right to object to the processing of personal data by us. However, this right of objection only applies in very special circumstances of your personal situation, whereby rights of our company may conflict with your right of objection.

9. Scope of your obligations to provide us with your data

You only need to provide the data that is necessary to fulfill contracts, or to whose collection we are legally obliged to. Without this data we cannot conclude or execute contracts with you.

If we also request data from you, you will be informed of the voluntary nature of the information separately.

10. Your right of appeal to the competent supervisory authority

You have the right to appeal to the data protection supervisory authority in your country (Art. 77 GDPR).

The supervisory authority, which is responsible in Germany for us, is the Independent Data Protection Centre Saarland.