



# Data protection information in accordance with the EU General Data Protection Regulation of ACD Systemtechnik GmbH

Version: 1/2018





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In the following we inform about **the processing of personal data** before and during business transactions. **Personal data** is all data that is personally available to you, e.g. Name, address, e-mail addresses, phone numbers, etc.

**Processing** is any process or series of operations performed with or without the aid of automated processes in connection with personal data such as collection, collection organization, ordering, storage, adaptation or modification, reading, querying, use disclosure by submission, dissemination or any other form of provision, reconciliation or association, restriction, erasure or destruction.

## 1 Who is responsible for data processing and who can I contact?

ACD Systemtechnik GmbH  
Zum Mühlenberg 6  
07806 Neustadt an der Orla

### Contact the data protection officer

datenschutz@acd-systemtechnik.de

## 2 Which data do we process?

We process personal information that customers provide to us as part of our business relationship. Furthermore, we process data that we receive from other companies and other third parties in order to provide our services (Please refer 3).

Relevant personal data may be in this context::

- Name
- Address
- Phone
- E-Mail-Address
- Gender
- Profession
- Customer Bank Details

*- A detailed list of the personal data used can be found in Annex 1 -*

## 3 Where do our data come from?

The personal data processed by us is inquiries we received from our customer and conclusion of contract.

Furthermore, we process personal data that we have received from other companies and other third parties in a permissible manner (e.g. for the performance of contracts or on the basis of your consent).

*- A detailed list of the origin of personal data can be found in Appendix 2 -*



#### 4 For what and on which legal basis is your data processed?

Your personal data will therefore be used for the following purposes:

**a. For the fulfillment of contractual obligations and for the implementation of pre-contractual measures (Art. 6 para. 1 sentence 1 lit. b DS-GVO)**

In order to be able to fulfill the services agreed with you through the contracts and to carry out pre-contractual measures based on your request, we collect and process your personal data. The purpose of the data processing is the fulfillment of the contracts concluded with you as well as the consultation and submission of offers on the basis of your request

**b. As part of the balancing interests (Art. 6 para. 1 lit. f DS-GVO)**

Processing beyond the actual fulfillment of the contract is only for the protection of legitimate interests of us or third parties.

This is the case, for example, in the case of consultations and data exchange with credit bureaus (e.g.: SCHUFA Holding AG, Association and clubs of Credit reform e.V., CRIF Bürgel GmbH) for the purposes of credit checks and to avoid a default on the part of our company. We reserve the right here to use such a credit check for payments that are not made on advance payment.

**c. Due to legal requirements (Art. 6 para. 1 lit. c DS-GVO) or in the public interest (Art. 6 para. 1 e DS-GVO)**

Also we as a company are subject to legal obligations and thus legal requirements that we have to fulfill (e.g. Tax Law). To fulfill these requirements, we process your personal data.

#### 5 Who receives my data?

In order to comply with our contractual and legal obligations, your personal data will be forwarded internally to the authorities responsible for processing. An external transfer of your data takes place only on the basis of legal regulations; consent on your part or in the context of balancing of interests.

The contractors who have been carefully selected by us and who have been instructed in writing are bound by our instructions.

They are regularly checked by us. The processors will not disclose this data to third parties, but delete it after fulfillment of the contract and the conclusion of legal storage periods, unless you have consented to an additional storage.

Consequently, **the recipient** of personal data can be:

**Public authorities and institutions** (e.g. tax office, customs) in the presence of a legal or regulatory obligation.

Other **facilities, companies, and processors** to whom we provide your personal information in order to fulfill our contractual obligations:

- Development Partners
- Suppliers
- Forwarders
- ACD Grupp
- Business Information
- Auditors

**Affiliated companies** (e.g. ACD Group) for the protection of legitimate interests.



Any further disclosure of data will only be made if you have given your consent.

## 6 How long will my data be stored?

Your personal data will only be processed and stored as long as necessary for the fulfillment of our contractual and legal obligations. After fulfilling these obligations, your personal data will be deleted. An exception and thus a limited further processing of your data exists in the following cases:

- For the fulfillment of commercial and tax retention periods (commercial Code, Tax Code). These legally prescribed retention and documentation periods are five to ten years.
- For the purposes of the statute of limitations according to Art. §§ 195ff. of the civil Code. The regular limitation period is three years. In special cases, this is increased to up to 30 years.

## 7 Which data protection rights do I have as a concerned?

### a. Informative very (Art. 15 DS-GVO)

You have the right to request information from us at any time about the personal data stored with us. This also applies to the recipients or categories of recipients to whom this data is shared and the purpose of the storage.

### b. Right to rectification (Art. 16 DS-GVO), Right to cancellation (Art. 17 DS-GVO), Right to limitation (Art. 18 DS-GVO)

In addition, you have the right, under the conditions of Art. 16 DS-GVO, to correct and / or under the conditions of Art. 17 DS-GVO, the deletion and / or under the conditions of Art. 18 DS-GVO, the restriction of processing to demand.

### c. Right of data transmission (Art. 20 DS-GVO)

Under the conditions of Art. 20 DS-GVO you can request data transfer at any time.

### d. Right of opposition (Art. 21 DS-GVO)

In the case of processing of personal data for the purpose of performing public interest tasks (Art. 6 para. 1 sentence 1 lit. e DS-GVO), for the exercise of legitimate interests (Art. 6 para. 1 sentence 1 lit. f DS-GVO), or on the basis of your consent (Art. 6 para. 1 sentence 1 lit. a DS-GVO) you can object to the processing of your personal data at any time with effect for the future.

In the case of opposition, we shall refrain from any further processing of your data for the aforementioned purposes, unless,

- There are compelling, legitimate grounds for processing that outweigh your interests, rights and freedoms, or
- The processing is necessary for the assertion, exercise or defense of legal claims.

The revocation can be sent by post or e-mail to the data protection officer of ACD Systemtechnik GmbH and shall apply from the point of view of effect for the future.

### e. Right to complain to a supervisory authority (Art. 13 II d, 77 DS-GVO)

You have the opportunity to complain to the responsible supervisory authority (poststelle@datenschutz.thueringen.de) about data protection issues.



## **8 Do I have to provide my data?**

In order to guarantee you the fulfillment of our contractual obligations, you must provide us your personal data. Those are personal data that are necessary for the establishment and implementation of a business relationship and the fulfillment of the associated contractual obligations or that we are legally obliged to collect. If you do not provide us your data, we will generally have to refuse to conclude the contract or to execute the order or to be unable to complete an existing contract and possibly terminate it.

## **9 Is there automated decision- making (including Profiling)?**

In the establishment and implementation of business relationships with our customers, we do not use fully automated decision making acc. Art. 22 DS-GVO.

As part of the legal requirements, we inform you about a future use of such procedures.

## **10 Security of the data**

We maintain current technical measures to ensure the protection of personal data. These are adapted to the current state of the art. In addition, we undertake not to pass on your data to unauthorized third parties.

## **11 Contact**

All information requests, requests for information, revocations or objections to data processing should be directed to our data protection officer by e-mail:

[datenschutz@acd-systemtechnik.de](mailto:datenschutz@acd-systemtechnik.de)

For further information, please refer to the full text of the DS-GVO and our privacy policy, which is available on the Internet at: <https://www.acd-gruppe.de>.



## 12 Annex 1

	Types	Data according to Art. 9 Para. 1 DS-GVO	
		Yes	No
1	Name		x
2	First name		x
3	Gender		x
4	Contact details (Address, Telephone, Fax, E-Mail)		x
5	Profession		x
6	Customer bank details		x
7	Credit quality		x



### 13 Annex 2

	Origin of the Data
1	Directly from the customer
2	Business information
3	ACD Group