

## Data Protection Declaration for Customers, Suppliers and other Data Subjects

(hereinafter referred to as “Data Protection Notes”)

With these Data Protection Notes, JUWI GmbH (hereinafter “JUWI”) wishes to inform you about the processing of personal data by JUWI and about your rights pursuant to the data privacy laws.

These Data Protection Notes apply for customers, landowners, suppliers and other data subjects<sup>1</sup>. When the data subject is not, at the same time, a customer or supplier, the customer resp. supplier shall pass these Data Protection Notes on to the data subject.

### 1. Name and contact data of the person responsible for processing and the company Data Protection Officer

These Data Protection Notes apply for data processing by:

Person responsible:

JUWI GmbH,

Energie-Allee 1, 55286 Wörrstadt, Germany

Email: [info@juwi.de](mailto:info@juwi.de)

Telephone: +49 6732 9657 0

Fax: +49 6732 9657 7001

The company Data Protection Officer at JUWI can be reached under [datenschutz@juwi.de](mailto:datenschutz@juwi.de) or at the above address.

### 2. Processing of personal data, type and purpose of use and period of storage

The processing of your personal data ensues in compliance with the terms of the EU General Data Protection Regulation (GDPR) and the German Data Protection Act (*Bundesdatenschutzgesetz*) 2018 (BDSG).

Within the framework of the initiation, entering into, processing and execution of the contractual relationship and/or any other cooperation, we collect the following information:

- Title, first name, surname, academic title
- Email addresses
- Postal address
- Telephone numbers (landline and/or mobile)
- Fax numbers
- Property details
- Bank details
- Function in company/public body

This data is collected for the following purpose:

- To identify you;
- To permit execution of our contract;
- Correspondence and communication with you;
- Invoicing;
- Credit check;
- Execution of any existing claims and the establishment of any claims against you resp. the customers or suppliers.

In addition – where necessary in the context of the contractual relationship and/or any other cooperation - we process personal data, which we obtain lawfully from public sources (e.g. public registers, press, internet) or which is legitimately passed on by other third parties.

The data processing shall ensue at your request or at ours and is, pursuant to Art. 6, Section 1, S. 1 lit. b GDPR, necessary for the named purposes for steps to be taken prior to entering into a contract, for the adequate performance of a contract, for the mutual meeting of obligations arising from the contract and for the termination of the contractual relationship. Furthermore, we process personal data as required for compliance with a legal obligation (e.g. commercial and fiscal obligations to retain records) pursuant to Art. 6, Section 1, S. 1 lit. c GDPR. In addition, we process personal data of the purpose of the legitimate interest pursuant to Art. 6, Section 1, S. 1 lit f GDPR to inform you about news or events and to get feedback from you on the quality of our services.

<sup>1</sup> e.g. Employees, other authorized representatives/agents

The personal data collected by us for the contract will be stored until expiry of the statutory retention period (6 years from the end of the calendar year in which the contract was terminated) and then deleted, unless pursuant to Art. 6, Section 1, S. 1 lit. c GDPR, we are obliged to observe a longer retention period due to fiscal or commercial retention and documentation stipulations (e.g. arising from HGB, StGB, AO or GwG) or you have consented to an extension of the retention period pursuant to Art. 6, Section 1, S. 1 lit. a GDPR.

### 3. Passing on of data to third parties

Within JUWI, those bodies shall be given access to personal data which require same for compliance with their contractual or statutory obligations. Your personal data will be passed on to third parties where, pursuant to Article 6, Section 1, S. 1 lit. b GDPR this is necessary for the initiation, entering into, processing and execution of contracts and/or for other cooperation, or for the pursuit of legitimate interests pursuant to Article 6, Section 1, S. 1 lit f. This includes, in particular, the passing on to companies of the JUWI Group (pursuant to Sections 15 AktG; these are all companies associated with JUWI GmbH), subcontractors, cooperation partners, banks and their representatives, lawyers and tax consultants, courts and other public bodies as well as translators for the purpose of correspondence and for the assertion of claims and/or rights, and for the defence of rights, as well as IT service providers employed by us in the context of the processing of data, or insurance companies as well as service providers for the dispatch of letters and customer surveys. The data passed on may only be used by the third party for the specified purposes. No transfer of your personal data to third parties for purposes other than those stipulated above will occur.

### 4. Rights of data subjects

You have the following rights:

- Pursuant to Article 7, Section 3 GDPR, the right to express the withdrawal of your consent to us at any time. This also applies for the withdrawal of declarations of consent issued to us prior to the coming into effect of the GDPR, i.e. prior to May 25, 2018. The withdrawal of consent means that we may no longer proceed with the processing of data based on this consent in the future;
- Pursuant to Article 15 GDPR, the right to request information on the personal data processed by us. In particular, you can demand information on the purpose of the processing, the category of the personal data, the categories of recipients to whom we would or will disclose your data, the planned duration of storage, the existence of a right to request rectification or erasure, restriction of processing or objection, the existence of a right to lodge a complaint, the origin of your data where this was not collected by us and the existence of automated decision-making including profiling and, where appropriate, request meaningful information on the details;
- Pursuant to Article 16 GDPR, the right to request the rectification of incorrect or incomplete personal data stored by us;
- Pursuant to Article 17 GDPR, the right to request erasure of the personal data stored by us, unless the processing is necessary for exercising the right of freedom of opinion and information, for compliance with a legal obligation, for reasons of public interest or for the establishment, exertion or defence of legal claims;
- Pursuant to Article 18 GDPR, the right to demand restriction of the processing of your personal data where you contest the accuracy of the personal data, the processing is unlawful but you oppose the erasure of the data and we no longer require it but it is required by you for the establishment, exertion or defence of legal claims or you have lodged an objection to the processing pursuant to Article 21 GDPR;

- Pursuant to Article 20 GDPR, the right to receive the personal data made available to us in a structured, commonly used and machine-readable form or to request the transmission of this data to another controller and
- Pursuant to Article 77, GDPR the right to lodge a complaint with a supervisory authority. Generally, you can contact the supervisory authority at the location in which you have your customary place of residence or place of work or the location of our official business address.

#### **5. Right to object**

Where your personal data is processed on the grounds of public interest pursuant to Article 6, Section 1, S. 1 lit. f GDPR, you have the right, pursuant to Article 21 GDPR, to object at any time to the processing of your personal data, provided grounds apply which arise from your particular circumstances. An objection to direct marketing is possible at any time without stating reasons.

If you wish to exercise your right to object, an informal declaration to JUWI will suffice, which may also be sent by email to [datenschutz@juwi.de](mailto:datenschutz@juwi.de)