

Data protection instructions in accordance with the EU General Data Protection Regulation for natural and legal persons

With the following information, we would like to give you an overview of the processing of your personal and business data by us and your rights under the Data Protection Act. Which data is processed in detail and how it is used depends largely on the products or agreed services. The following data protection notices apply in particular to customers, suppliers, cooperation partners, interested parties and authorized persons / authorized representatives

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

Responsible body is:

Knauer Engineering GmbH Industrieanlagen & Co. KG
Elbestrasse 11 – 13, 82538 Geretsried

represented by the Managing director Mr. Peter Ortmann

Phone: +49 8171 62950

E-Mail: info@knauer.de

You reach our data protection officer Stephan Krischke under datenschutz@knauer.de.

2. Which sources and data do we use?

We process personal data that we receive from our customers as part of our business relationship. In addition, we process - as far as necessary for the fulfilment of the business relationship or for the provision of our services - personal data that we legitimately gain from publicly available sources (trade and association register, press, internet) and which are transmitted to us by other companies or other third parties. Relevant personal data in the prospect process, in the collection of master data, in the course of a commission, etc., can be personal details (last name, address, e-mail and telephone number), delivery and payment data (e.g. account details) and order data (order information, technical specifications, etc.). In addition, they may also can be data for performance of contractual obligations, advertising and sales data and data comparable to the data of the above categories.

3. For what do we process your data (purpose of the processing) and on which legal basis?

We process personal / company-related data in accordance with the provisions of the European General Data Protection Regulation (GDPR) and the Federal Data Protection Act (BDSG):

- a) For the fulfilment of contractual obligations (Art. 6 (1) (b) GDPR): The processing of data takes place for the settlement of commercial transactions, for the development and production of our machines or for the provision of services within the framework of the execution of our contracts with our customers and to carry out pre-contractual measures that are requested (e.g. by interested parties). The purposes of data processing are primarily based on the specific product (special machinery) and can be among others demand analyses, site visits such as project planning. Further details on the data processing purposes can be found in the relevant contract documents and terms and conditions.

- b) In the context of balancing of interests (Article 6 (1) (f) GDPR): If necessary, we process your data beyond the actual fulfilment of the contract in order to safeguard the legitimate interests of us or third parties. Examples: Trade show invitations, product safety notices, and customer loyalty through product improvement or renewal information
- c) On the basis of your consent (Article 6 (1) a GDPR): If you have given us consent to the processing of personal data for specific purposes, the legality of this processing is based on your consent. A given consent can be revoked at any time. This also applies to the revocation of declarations of consent that were issued to us before the validity of the GDPR, i.e. before 25.05.2018. The revocation of consent does not affect the legality of the data processed until the revocation.
- d) Due to legal requirements (Article 6 (1) (c) GDPR) or in the public interest (Article 6 (1) (e) GDPR): In addition, as a company, we are subject to various legal obligations, i.e. legal requirements as well as commercial and tax regulations. For purposes of processing belong among others identity verification, fraud and money laundering prevention and the fulfilment of tax obligations.

4. Who gets my data?

Within our organization, those positions and employees will have access to your data, which they need to fulfil our contractual and legal obligations. Also service providers and vicarious agents who have been appointed by us may receive data for this purpose if they maintain the corresponding secret. With regards to the transfer of data to recipients outside of our company, it should first of all be noted that we place ourselves as a company under obligation to maintain secrecy about all customer-related facts and evaluations from which we become aware of. We may only disclose information about you if dictated by statutory provisions, if you have consented or if we are obliged to provide information by law.

5. Will data be transmitted to a third country or to an international organization?

A transfer of data to sides in countries outside the European Economic Area (so-called third countries) takes place, as far as

- It is required to execute the order
- it is required by law or
- you have given us your consent.

In addition, we do not transfer any personal information to sides in third-countries or to international organizations.

6. How long will my data be stored?

We process and store your personal information as long as it is necessary for the fulfilment of our contractual and legal obligations. It should be noted that our business relationship is a continuing obligation, which can also be laid out over a longer period. If the data are no longer required for the fulfilment of contractual or legal obligations, these are regularly deleted, unless their - temporary - processing is necessary for the following purposes:

- Fulfilment of commercial and tax-related storage requirements: the Commercial Code (HGB), the Tax Code (AO), the Money Laundering Act (GwG). The deadlines for storage and documentation are two to ten years.
- Preservation of evidence under the statutory statute of limitations. According to §§ 195 ff. of the German Civil Code (Bürgerliches Gesetzbuch - BGB), these limitation periods can be up to 30 years, whereby the regular limitation period is 3 years.

7. What are my privacy rights?

Each affected person has the right of information according to Art. 15 GDPR, the right of rectification according to Art. 16 GDPR, the right to cancellation according to Art. 17 GDPR, the right to restriction of processing according to Art. 18 GDPR, the right of opposition according to Art. 21 GDPR and the right to data portability according to Art. 20 GDPR.

With regard to the right to information and the right to erase, the restrictions under §§ 34 and 35 BGSg apply. In addition, there is a right of appeal to a competent data protection supervisory authority (article 77 GDPR in conjunction with § 19 BDSG). You may revoke your consent to the processing of personal data at any time.

This also applies to the revocation of declarations of consent that were issued to us before the validity of the General Data Protection Regulation, i.e. before 25.05.2018. Please note that the revocation only works for the future. Processing that occurred before the revocation is not affected.

8. Is there a duty for me to provide data?

As part of our business relationship, you must provide the personal information necessary to enter into a business relationship and perform its contractual obligations, or that we are required to collect by law. Without this information we will generally not be able to conclude or execute the contract with you.

9. To what extent is there an automated decision-making process?

In principle, we do not use automated automatic decision-making pursuant to Art. 22 GDPR to justify and conduct the business relationship.

10. Is Profiling in progress?

We sometimes process your data with the aim of evaluating certain personal aspects. In order to provide you with information and advice on products, we use evaluation tools. These enable needs-based communication and advertising.