

Information about data processing in accordance with the EU General Data Protection Regulations [DGSVO] for business partners and potential partners

Gust. Alberts GmbH + Co. KG
Blumenthal 2, 58849 Herscheid

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E-mail: info@gah.de
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Please find below a summary of how your personal data is processed as a party to a contract with us or as a potential buyer of our products and services and your rights under the GDPR [DSGVO].

1. Responsible body and contact details of the data protection officer

The body responsible for processing your personal data is:

Gust. Alberts GmbH + Co. KG
Blumenthal 2
58849 Herscheid
Tel: +49 2357 907-0

You may also contact our data protection officer at the above address as well as via the e-mail address bdsb@gah.de. Should you wish to have your enquiry handled in confidence please contact our data protection officer by post.

2. Categories of personal data

Personal data is also processed in cases in which we have been contacted by businesses depending on the legal form of the business and additional contact persons named. In the course of a contract or an enquiry, as a rule GAH-Alberts processes the following categories of data depending on the products or services actually rendered:

- Company name and address including the first name, surname and contact details (Telephone number, e-mail),
- Additional contact persons, function, contact details (Telephone number, e-mail),
- Proof of identity and authorisation data (e.g. proof of identity), authentication data (e.g. specimen signature), tax reference number,
- Payment transactions and order data (E.g. bank account details, payment instructions) credit rating score (payment track record),
- Order history and turnovers.

Insofar as we do make direct contact with you during the business relationship, additional data such as, for example, about channels of communication, data, reason and result of contact and results and copies of correspondence.

3. Purposes for which data is processed and legal bases

As a business GAH-Alberts processes your above-named data and categories to fulfil the respective contract or to carry out pre-contractual work (e.g. contact enquiries) with you in accordance with Article 6 (1) b) GDPR [DSGVO].

GAH-Alberts is, moreover, governed by various statutory regulations (e.g. money laundering acts, tax laws), and, given this, also processes your data on the basis of statutory regulations in accordance with Article 6 (1) c), or in the public interest, in accordance with Article 6 (1) e) GDPR [DSGVO]. The processing carried out covers, inter alia,

- The prevention of fraud and money laundering,
- The fulfilment of inspection obligations and reporting duties as laid down by tax law as well as
- Risk assessment and management at GAH-Alberts.

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Insofar as necessary, GAH-Alberts shall process your data in line with establishing a balance of interests in accordance with Article 6 (1) f) GDPR [DSGVO] in defence of the justified interests of GAH-Alberts or third parties. For example:

- Exchange of data with credit reference agencies (e.g. Creditreform) to work out credit ratings or the risk of non-payment,
- Assertion of legal rights and defence in legal disputes,
- Guaranteeing IT security and the IT operation at GAH-Alberts,
- Prevention of criminal acts,
- Measures to make buildings and plant secure (e.g. access control),
- Use of the guest WLAN,
- Measures to control business and refine products and services.

Likewise in keeping with establishing a balance interests in accordance with Article 6 (1) f) GDPR [DSGVO] to protect the interests of GAH-Alberts, GAH-Alberts will process your data on the basis, for example, of existing contracts or enquiries to provide information as required about other products and services (advertising) in accordance with the following measures:

- Advertising sent by post, unless you have objected to your data being processed for such purposes. You may object to being sent this advertising at any time for the future via the contact details stated below (see Number 1.) (see Number 7.).
- Advertising sent by e-mail for products and services similar to our own provided that GAH-Alberts has received your e-mail address from you in connection with the sale of products and services and that you have not raised an objection to your data being processed for such purposes. You may object to this commercial use at any time with effect for the future by contacting us at the data mentioned above (see Number 1.) (see Number 7.), whereby you will incur no further expenses except for those incurred for sending us your objection. Moreover, it will be made clear to you on each occasion on which we use your e-mail address that you may object to us using your e-mail address at any time.
- Telesales advertising in the event that we believe that you have granted your consent thereto, provided that you have not objected to your data being used for such purposes. You may object at any time to us using your data for such purposes in the future by contacting us on the above data (see Number 1) (see Number 7). Insofar as you have granted us your consent to process your personal data for specific purposes, such processing will be legal given that you have granted your consent in accordance with Article 6 (1) a) GDPR [DSGVO]. Consent once granted may be revoked at any time with future effect through the above data (see Number 1).

4. Recipients of data and Categories of data recipients

- Within Gust. Alberts GmbH + Co.KG your data will only be passed over to those offices needing to have it to fulfil our contractual and statutory obligations. Service providers called in by Gust. Alberts GmbH + Co. KG may also receive your data for the said purposes, if they have been contracted as data processors in accordance with Article 28 GDPR [DSGVO].

Possible recipients of personal data in accordance with the above are, for example:

- Public bodies and organisations (e.g. banks, Federal Central Tax Office) if there is a statutory or official obligation to do so,
- Other credit organisations and financial services organisations,

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- Contract data processors to provide support for / maintenance of computer/IT applications, archiving, document processing, compliance services, financial controlling, data screening in accordance with statutory regulations, data destruction, accounting services and payment transactions,
- Credit reference agencies in the course of making creditworthiness enquiries,
- Other recipients of data on the basis of consent granted by you.

5. Transferring data to a third party country or to an international organisation

Data will only be transmitted to countries outside the EU or the EEA (to so-called third party states) insofar as this is necessary to carry out the contracts placed with us by you or prescribed by law (e.g. reporting duties stipulated under tax law), you have granted us your consent or in the course of processing an order. If service providers are used in a third party state, which is not the case at present, they shall be obliged, in addition to written instructions, to comply with the level of data protection in force in Europe by means of appropriate measures (e.g. agreement to comply with EU standard contractual clauses).

6. Duration of the period for which data is saved

GAH-Alberts processes and saves your personal data until our contractual and statutory obligations have been fulfilled and for as long as this is necessary on the basis of weighing up interests. If the data is no longer required for this, they shall be deleted on a regular basis, unless it must also be processed for a limited period of time for the following purposes:

- The fulfilment of storage periods for archiving purposes ranging between two and ten years as laid down by mercantile law and tax law (e.g. German Commercial Code [HGB], German Tax Code [AO], German Banking Act [KWG] and the German Money Laundering Act,
- Maintenance of proof in line with the German statute of limitations regulations (e.g. German Civil Code [BGB] with a period of limitation of up to 30 years and a normal period of limitation of three years).

7. Your other data protection rights

You are entitled, as a matter of principle, to the other rights below as an affected party, provided that this is not contrary to contractual and statutory obligations:

- Right to information (Article 15 GDPR [DSGVO]) subject to the restrictions in accordance with Sections 34 and 35 of the German Data Protection Act [BDSG] new version,
- Right to have incorrect data corrected (Article 16 GDPR [DSGVO]),
- Right to have data deleted (Article 17 GDPR [DSGVO]) subject to the restrictions in accordance with Sections 34 and 35 of the German Data Protection Act [BDSG] new version,
- Right to have the processing of personal data restricted (Article 18 GDPR [DSGVO]),
- Right to have data transferred (Article 20 GDPR [DSGVO]),
- Right to lodge a complaint with a data protection authority (Article 77 GDPR [DSGVO]),
- Right of objection on a case by case basis (Article 21 (I) GDPR [DSGVO]) for reasons arising from your specific circumstances and concerning data processing in accordance with Article 6 (I) e) and Article 6 (I) f) GDPR [DSGVO],
- Right to raise an objection to data being processed for advertising purposes (Article 21 (III) GDPR [DSGVO]). You may object to your data being used for commercial purposes at any time with effect for the future through the contact data above (see Number 1).

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8. Obligation to provide data

As part of our business relationship you will have to provide that personal information which is required by us to enter into and conduct a business relationship and to fulfil the associated contractual obligations, or which we are obliged by law to collect. Without this data we shall, as a rule, refuse to enter into or carry out a contract, or we shall no longer be able to carry out an existing contract and may possibly have to terminate it.