

## Data protection information for our business partners

We place great importance on compliance with data protection regulations. Whether you are a business partner or the contact person responsible for a corresponding business partner, we would like to inform you about the collection and processing of your personal data.

### **Responsible entity**

The entity responsible for data processing is:

#### **AdFiS products GmbH**

Am Kellerholz 14  
17166 Teterow

Tel.: +49 3996 1597-0

Email: sales@adfis.de

### **Type of data**

As part of our business relationship, you must provide the personal data required for the initiation, implementation and termination of a business relationship and for the fulfilment of the associated obligations, which we are legally obliged to collect or are entitled to collect due to legitimate interests. Without this data, we will generally not be able to enter into a business relationship with you.

If you as a business partner or your company enters into a business relationship with us, we generally process the following personal data:

- title, first name, surname,
- a valid email address
- business partner's address,
- business telephone number (landline/mobile),
- the necessary offer and contract information (including purpose of the business relationship, type of service, price information, practical arrangements for implementation, implementation time, information on due date),
- information about the conduct of the business relationship (correspondence data, any warranty issues, duration of the business relationship),
- if applicable, tax number, HRB number and business bank details

### **Purpose and legal basis for data processing**

*To fulfil contractual obligations (Art. 6 (1) 1 b) GDPR)*

It may be necessary to process your personal data, on the one hand, in order to implement pre-contractual measures that precede a contractually regulated business relationship or, on the other hand, to fulfil the obligations arising from a contract concluded with you. This may include, for example, processing purchase orders, deliveries or payments or preparing and responding to requests for quotations from individuals in order to determine the basis or conditions of a contractual relationship.

*To fulfil legal obligations (Art. 6 (1) 1 c) GDPR)*

The purposes of data processing arise in individual cases from legal requirements. These legal obligations include, for example, the fulfilment of storage and identification obligations, e.g. in the context of requirements for the prevention of money laundering, tax control and reporting obligations, commercial and foreign trade-related or sanction-related legal regulations and data processing in the context of official inquiries.

*To fulfil legitimate interests (Art. 6 (1) 1 f) GDPR)*

In addition, it may be necessary to process your personal data in order to protect legitimate interests. The legitimate interests are in particular the conclusion or implementation of contracts and other business relationships with our business partners for whom you may act as a representative or employee. In addition, legitimate interests include internal administrative purposes (e.g. for accounting or process and workflow optimisation) or the selection of suitable business partners, securing the IT infrastructure of our company as well as conducting compliance investigations, asserting legal claims, defending against liability claims, ensuring building and facility security or preventing criminal offences and settling damages arising from the business relationship.

When concluding a contract, we occasionally collect data about your creditworthiness from credit agencies in order to fulfil the legitimate interests mentioned above. We use the credit rating data from the credit agencies to check your creditworthiness. The credit agencies store data that they receive from banks or companies, for example. This data includes in particular your surname, first name, date of birth, address and information on payment history. You can obtain information about the data stored about you directly from the credit agencies.

If you conclude a contract offered by us using a digital signature (e.g. Adobe Sign), we process your data, in particular your email address, IP address and the times at which you processed the respective contract document, e.g. approved it, displayed it or digitally signed it, each with the time and date. Our legitimate interest lies in an efficient and fast digital processing of the contract signing as well as the corresponding recording of the signature process for proof purposes. It is also possible to sign certain contracts with a so-called qualified electronic signature. In this case, in addition to the data mentioned, we also process the certificate data of your signature. Our legitimate interest is to check whether you have a valid qualified electronic signature, which can replace a possible statutory requirement for written form. The prerequisite for using a qualified electronic signature is registration with a trust service provider (e.g. D-Trust / Bundesdruckerei), which you must do yourself. However, the respective provider processes the data you provide during registration under its own responsibility and not on our behalf.

*Based on consent (Article 6 (1) 1 a) GDPR)*

In addition, the processing of your personal data may be based on voluntary consent within the meaning of Art. 6 (1) 1 a) GDPR.

### **Obligation to provide your personal data**

As part of our business relationship, you must provide the personal data required for the initiation, implementation and termination of a business relationship and for the fulfilment of the associated obligations, which we are legally obliged to collect or are entitled to collect due to legitimate interests. Without this data, we will generally not be able to enter into a business relationship with you.

### **Storage period/criteria for determining the storage period**

The personal data will be retained for as long as is necessary to fulfil the purposes stated above or as long as statutory or contractual retention obligations exist (relevant in particular are the statutory retention obligations under the German Commercial Code (HGB) and the German Tax Code (AO), which provide for retention for up to twelve years) or as long as you have consented to further storage in accordance with Art. 6 (1) 1 a) GDPR.

### **Recipients/categories of recipients of your data**

As part of the contractual relationship, to fulfil legal obligations and to protect legitimate interests, contract processors, authorities or service providers also receive access to your personal data.

Compliance with data protection regulations is contractually ensured. The data may also be transmitted to companies within the Kayser Group to fulfil contractual obligations or due to legitimate interest.

In the case of contracts concluded using a digital signature, your data is also accessible to all persons involved in the approval and signing of the contract, as they receive a protocol after the contract has been signed, in which all processing steps, including email address, IP address, date and time, are visible. Furthermore, your data may be accessible to the respective service providers that we use for the corresponding digital signature process. For Adobe Sign, this is Adobe Systems Software Ireland Limited, 4-6 Riverwalk, City West, Business Campus, Saggart D24, Dublin, Ireland. If a qualified electronic signature is used when concluding digital contracts, your data will also be accessible to D-Trust GmbH, Kommandonstraße 18, 10969 Berlin, as this company will check the validity of the signature.

If we transfer personal data to recipients outside the European Economic Area (EEA), the transfer will only take place if the EU Commission has confirmed that the third country has an adequate level of data protection, an adequate level of data protection has been agreed with the data recipient (for example by means of EU standard contractual clauses) or if you have given us your consent to do so.

### **Your data protection rights**

You have the right to receive information about the personal data stored about you free of charge upon request (Art. 15 (1) GDPR). In addition, if the legal requirements are met, you have the right to rectification (Art. 16 GDPR), erasure (Art. 17 GDPR) and restriction of processing (Art. 18 GDPR) of your personal data as well as to data portability (Art. 20 GDPR).

You have the right to revoke your consent at any time with effect for the future, if the data is processed on the basis of Art. 6 (1) 1 a) of GDPR. Please send your revocation to: [sales@adfis.de](mailto:sales@adfis.de).

You have the right to object to data processing in accordance with Art. 21 GDPR, if the data is processed on the basis of Art. 6 (1) 1 f) GDPR. Please send your revocation to: [sales@adfis.de](mailto:sales@adfis.de).

According to Art. 77 GDPR, you have the right to lodge a complaint with a data protection supervisory authority:

**The State Commissioner for Data Protection and Freedom of Information  
Mecklenburg-Western Pomerania**

Werderstraße 74A

19055 Schwerin

Tel.: +49 385 594940

Email: [info@datenschutz-mv.de](mailto:info@datenschutz-mv.de)

**Contact details of the data protection officer**

You can reach our data protection officer (datenschutz nord GmbH) via [office@datenschutz-nord.de](mailto:office@datenschutz-nord.de). When contacting our data protection officer, please name the person responsible named above.