

Our handling of your data and your rights

Information on the implementation of the European General Data Protection Regulation (GDPR)

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

Responsible for data processing is

Prof. Schumann GmbH
Jutta-Limbach-Straße 1
37073 Göttingen
Germany

Telephone: +49 0551 383150

E-Mail: info@prof-schumann.de

Contact data of the Data Protection Officer:

E-Mail: datenschutz@prof-schumann.de

2. Which sources and data do we use?

We process data that we have exclusively obtained through our business relationship with you. We obtain the data directly from you.

Specifically, we process the following data:

- Master data for your contract (e.g. name, address, etc.)
- Tax-relevant data
- Bank data (BIC / IBAN)
- Data in connection with carrying out the contractual relationship (authorizations)

3. For which purpose and on which legal basis is my data processed?

We process your person-related data in compliance with the data-protection-relevant provisions of the EU General Data Protection Regulation (GDPR), the German Federal Data Protection Act new (BDSG-neu) as well as all other relevant legislation.

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

We process your data in order to carry out our contracts with you. The purposes of the data-processing are, in detail, orientated on the basis of the contract.

b. In the context of legitimate interests (Art. 6 Abs. 1 f GDPR)

In individual cases, we process your data for the purposes of pursuing legitimate interests of ours or third parties (e.g. public authorities). This particularly applies to the

investigation of crimes (legal basis Art. 6 para. 1 f GDPR) or company-group-internal data exchange for administrative purposes.

c. On the basis of your consent (Art. 6 para. 1a GDPR)

Insofar as you have given us your consent to the processing of person-related data, the respective declaration of consent is the legal basis for the processing described in it. You can withdraw your consent at any time with effect for the future. This also applies to declarations of consent that you gave to us before the GDPR came into force, i.e. before the 25th May 2018. The withdrawal of consent only applies to the future.

d. On the basis of legal obligations (Art. 6 para. 1 c GDPR)

We are subject to various legal obligations, meaning the requirements of legislation. Insofar as special categories of person-related data according to Art. 9 para. 1 GDPR are processed, this serves, within the context of pursuing rights or the fulfilment of legal obligations, the right to social security and social protection.

4. Who will receive my data?

Within our company, your person-related data is only received by persons and positions that need it for the fulfilment of our contractual and legal obligations. Contracted processors used by us (Art. 28 GDPR) especially in the area of IT services, logistics and printing services, credit institutes and tax accountants process your data according to our instructions.

5. How long will my data be stored?

We **delete** your person-related data as soon as this is no longer necessary for the fulfilment of our contractual relationship. Insofar as necessary, we process your person-related data for the duration of our business together, which includes the initiation and the carrying out of contracts. Beyond this, we are subject to various obligations regarding storage and documentation (e.g. HBG, BGB, etc.). The required periods of storage and documentation are up to 10 years, but in certain cases also up to 30 years.

6. Will my data be transmitted to a third-party country?

Your person-related data will not be transmitted to third-party countries (states outside the European Economic Area – EEA).

7. Are you obliged to provide your data?

Within the framework of our business relationship you must provide the person-related data which is necessary for starting and carrying out a business relationship and the fulfilment of the contractual obligations connected with it, or which we are legally obliged to obtain.

Without this data we would generally have to decline the conclusion of the contract or the performance of the order, or would not be able to continue to carry out an existing contract, which we would then possibly have to end.

8. Do you wish to make a complaint about the handling of your data?

You have the possibility to contact our Data Protection Officer or a data protection regulatory authority. The data protection regulatory authority responsible for us is:

The State Office for Data Protection of Lower Saxony, Prinzenstraße 5, 30159 Hannover, Germany

9. Which data protection rights do I have?

Under the respective legislative provisions of the GDPR, valid in the version of 25th May 2018 onward, you have the right to correction, deletion, limitation of processing as well as data transferability of your person-related data. You also have the right to complain to a data protection regulatory authority.

You also have the right (right of objection) to refuse the use of your person-related data for the purpose of direct advertising at any time without providing any reason for this objection. You have the right (right to information) to obtain information from us at any time about the data stored regarding your person. If we process your data for the purposes of pursuing legitimate interests, you can refuse this processing for reasons resulting from your special situation.

We then stop processing your person-related data unless we can prove that there are compelling reasons for the processing that outweigh your interests, rights and freedoms, or the processing serves the assertion, exercise or defence of legal claims.

Data processing Prof. Schumann GmbH

Responsible / Contact: info@prof-schumann.de, +49 551 38315-0
Data Protection Officer / Contact: datenschutz@prof-schumann.de

Legal basis for the data processing
Art. 6 (1) a, b, c and f GDPR

Purpose of the processing including legitimate interest of those responsible
consent/fulfilment of contract /legal obligations /pursuance of interests

Transmission of your data to

The tax office
Banks
Credit providers
Accountants

Duration of storage

After the ending of storage obligations resulting from the contractual / business relationship and the underlying legal regulations

Your rights

Information
Correction
Blocking
Deletion
Refusal of processing
Data transfer
Right to complain to the regulatory authority
Withdrawal of consent