

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: +49 551 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.)
- Payment data (Bank data (BIC / IBAN), tax identifier/UST-ID)
- Data in connection with carrying out the contractual relationship

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 (BDSG) 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 as well as pre-contractual actions. 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. 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. These legal obligations are, i. e.:

- Compliance with retention and identification obligations
- Requirements for the prevention of money laundering, tax control and reporting obligations, and data processing in the context of requests from authorities

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 for IT services, logistics and printing services, credit institutes and tax accountants process your data according to our instructions. Furthermore, data may be transferred to public authorities and institutions if there is a legal and official obligation to do so (e.g., tax authorities).

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 personal data will not be transferred to third countries. If data transfer is necessary, it will only be carried out on the basis of the aforementioned purposes and legal

grounds. In addition, data will only be transferred if the Commission has issued an adequacy decision for the third country in question, if we have concluded standard contractual clauses with the service provider, or if other appropriate safeguards pursuant to Art. 44 ff. GDPR are in place. When using the EU standard contractual clauses, we also carry out the necessary transfer impact assessments and checks of supplementary safeguards.

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?

You have the following rights with regard to the processing of your personal data: information, correction, deletion, blocking, data transfer and a right to restrict processing. You also have the right to receive the data you have provided in a structured, commonly used and machine-readable format.

You also have the right to lodge a complaint with a data protection supervisory authority (see previous point).

If our data processing is based on a legitimate interest and you have reasons arising from your particular personal situation to object to the processing of your personal data, you have the right to object to the processing. In such a case, we will only process your data if our legitimate interest prevails in a balancing decision.

Furthermore, insofar as our processing is based on your consent, you have the right to withdraw this consent.