Data Privacy Policy for Customers, Sales Partners and Interested Parties

The following Data Privacy Policy outlines how we will collect and process your data.

Handling personal data responsibly is of utmost importance to us and we do so as a matter of course. Whenever we obtain, use or process personal data, we do so in compliance with the applicable national and European data protection laws. Personal data within the meaning of this notice is any information that may relate to you personally.

The following privacy policy provides an overview of how we process your personal data and your rights in this respect under data protection law.

1. DATA CONTROLLER AND DATA PROTECTION OFFICER

Your personal data is processed by a Poly-clip Group company. Below you will find the respective Data Controller and their Data Protection Officers in connection with the processing of your personal data - the responsibility of the responsible body depends on which company you work with:

Data Controller	Data Protection Officer
Poly-clip System GmbH & Co. KG Niedeckerstraße 1 65795 Hattersheim am Main	Poly-clip System GmbH & Co. KG The Data Protection Officer E-Mail: datenschutz@polyclip.de
Poly-clip System Consumables GmbH Am Stillhof 6 63688 Gedern	Poly-clip System Consumables GmbH The Data Protection Officer E-Mail: datenschutz@polyclip.de
Lanitech GmbH Otto-Volger-Straße 7a 65843 Sulzbach	FPS Rechtsanwaltsgesellschaft mbH & Co. KG Eschersheimer Landstraße 55 60322 Frankfurt am Main E-Mail: datenschutzbeauftragter@fps-law.de
Quota GmbH Niedeckerstraße 1 65795 Hattersheim am Main	

2. SOURCE OF PERSONAL DATA

We process personal data that we receive in the course of our business relationships with our customers, sales partners and interested parties. We also process personal data – if necessary for providing our services – that we have lawfully acquired from publicly accessible sources or that have been legitimately transferred to us by other group affiliates or other third parties.

3. CATEGORIES OF PERSONAL DATA THAT ARE PROCESSED

We process the following categories of personal data: master data (e.g., name, address, telephone number, e-mail address, customer number), order data, data for the

performance of our contractual obligations, information about your credit standing, payment reliability, correspondence (e.g., written correspondence with you), as well as other data comparable to the aforementioned categories.

4. PURPOSES FOR WHICH PERSONAL DATA ARE PROCESSED, AND LEGAL BASIS OF DATA PROCESSING

We will process your personal data in compliance with applicable national and European data protection requirements. Data processing is lawful if at least one the following conditions is satisfied:

a. Consent (Art. 6 para. 1 a) GDPR)

If you have consented to processing of your personal data for certain purposes (e.g., use of your data for marketing purposes), such processing is lawful based on your consent. Consent may be revoked at any time with effect for the future. The same also applies to revocation of any declarations of consent that were provided before the GDPR took effect, i.e., before May 25, 2018.

b. Performance of contractual obligations or precontractual measures (Art. 6 para. 1 b) GDPR)

We process personal data in order to comply with our contractual obligations to our customers, sales partners and interests parties or to take requested precontractual measures. The purposes of data processing primarily depend on the specific contractual relationship and may include requirements analyses and consulting. You can find additional details about data processing purposes in the contract documentation and general terms and conditions.

c. Legal requirements (Art. 6 para. 1 c) GDPR) or public interest (Art. 6 para. 1 e) GDPR)

The Data Controller is subject to various legal obligations (recordkeeping obligations under the German Commercial Code and German Tax Code). Purposes of data processing include compliance with control and reporting obligations under applicable tax law as well as risk assessment and risk management within the company and the group.

d. Legitimate interests (Art. 6 para. 1 f) GDPR)

To the extent necessary, we will process your data beyond the actual performance of the agreement in order to protect our own legitimate interests or those of third parties. Examples:

- Revision and improvement of procedures for general business management and upgrading of products and services,
- Advertising, customer satisfaction, unless you have objected to such use of your data,
- Prosecution or defense of claims in legal actions,
- Prevention and investigation of criminal offenses,
- Receiving advice from and exchanging data with credit reporting agencies to determine credit risks and default risks.

5. CATEGORIES OF RECIPIENTS OF PERSONAL DATA

Within our company data are accessible only to those individuals who need such data to comply with our contractual or legal obligations. In addition, some of the aforementioned processes and services are performed by carefully selected service providers that have been retained in compliance with applicable data protection laws and that are domiciled within the EU. Services provided by companies we associate as third-party processors include marketing services ,IT services, transportation services, payment services, and invoicing and collection services. As far as a transfer of data to other recipients is concerned, we may transfer information about you only if this is required by applicable law, or you have consented to such transfer, or we are otherwise authorized to transfer your data. Provided that these conditions are satisfied, recipients of personal data may include, without limitation the following:

- Public agencies and institutions (e.g., tax authorities), if there is a legal or regulatory obligation to transfer data.
- Other companies or comparable institutions to which we transfer personal data for purposes of our business relationship with you,
- Companies of the Poly-clip System Group,
- Local sales partner companies responsible for your country.

Data may also be transferred to other recipients, provided that you have consented to such data transfers.

6. INTENTION TO TRANSFER PERSONAL DATA TO THIRD COUNTRY OR INTERNATIONAL ORGANIZATION

We do not proactively transfer personal data to any third country or international organization.

7. CRITERIA FOR DETERMINING THE TIME PERIOD FOR WHICH PERSONAL DATA ARE STORED

The time period of data storage depends on when the purpose of data processing ends and on any subsequent legal recordkeeping obligations. If data are no longer needed for the performance of contractual or legal obligations, they will generally be erased unless continued processing – for a limited time period and, if applicable, on a restricted basis – is necessary for any of the following purposes:

- Compliance with recordkeeping obligations under commercial law or tax law: we are subject to recordkeeping and documentation obligations of up to 10 years under the German Commercial Code (*HGB*) and the German Tax Code (*AO*).
- Preservation of evidence for statutory limitation periods: under §§ 195 et seq. of the German Civil Code (*BGB*) the standard limitation period is three years, but under certain circumstances may be as long as 30 years.

8. RIGHTS OF DATA SUBJECTS

Jede/r Betroffene hat das Recht auf Auskunft nach Art. 15 DSGVO, das Recht auf Berichtigung nach Art. 16 DSGVO, das Recht auf Löschung nach Art. 17 DSGVO, das Recht auf Einschränkung der Verarbeitung nach Art. 18 DSGVO, das Recht auf Widerspruch aus Art. 21 DSGVO sowie das Recht auf Datenübertragbarkeit aus Art. 20

DSGVO. Beim Auskunftsrecht und beim Löschungsrecht gelten die Einschränkungen nach §§ 34 und 35 BDSG. Darüber hinaus besteht ein Beschwerderecht bei einer zuständigen Datenschutzaufsichtsbehörde (Art. 77 DSGVO i.V.m. § 19 BDSG).

Eine erteilte Einwilligung in die Verarbeitung personenbezogener Daten können Sie jederzeit mit Wirkung für die Zukunft uns gegenüber widerrufen. Dies gilt auch für den Widerruf von Einwilligungserklärungen, die vor der Geltung der Datenschutzgrundverordnung, also vor dem 25. Mai 2018, uns gegenüber erteilt worden sind. Der Widerspruch kann formfrei erfolgen und sollte möglichst an in oben genannten Kontaktdaten zum Datenschutz-beauftragen gerichtet werden an.

9. OBLIGATION TO PROVIDE DATA AND POSSIBLE CONSEQUENCES OF NOT PROVIDING DATA

In connection with our business relationship you are required to make available those personal data that are necessary for entering into and performing our business relationship with and for performing our contractual obligations associated therewith or that we are required to collect by law. Without such data, we will generally not be able to enter into or perform any contracts with you.

10. NO AUTOMATED DECISION-MAKING PROCESS, INCLUDING PROFILING

We generally use no automated decision-making process within the meaning of Art. 22 GDPR to enter into or perform our business relationship with you.

Information about your right of objection under Art. 21 GDPR

1. RIGHT OF OBJECTION BASED ON SPECIAL CIRCUMSTANCES

You have the right to object at any time to processing of your personal data on the basis of Art. 6 para. 1 e) GDPR (data processing in the public interest) or Art. 6 para. 1 f) GDPR (data processing on the basis of legitimate interest), if there are special circumstances; this also applies to any profiling within the meaning of Art. 4 no. 4 GDPR carried out on the basis of that provision.
If you object, your personal data will no longer be processed, unless we can show compelling legitimate interests that override your interests, rights, and freedoms or we process your personal data to enforce, exercise, or defend legal rights or claims.

2. RIGHT TO OBJECT TO PROCESSING OF DATA FOR DIRECT ADVERTISING PURPOSES

In some cases we will process your personal data for direct advertising purposes. You have the right to object to processing of your personal data for such advertising purposes at any time; this also applies to any profiling related to such direct advertising. If you object to data processing for direct advertising purposes, we will no longer process your personal data for such purposes. The objection can be made informally to the controller.