

## 1 Data Privacy at a Glance

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### 1.2 General Information about Data Privacy

In the following we want to inform all affected people and interested parties transparently about the dealing with personal data. We have tried to keep information transparent. Should you request further information you can get in touch with our data privacy officer at any time.

## 2 Responsible Department

The responsible department for the data processing is:

**Schüler & Co. K.G.**

Albert-Ruckdeschel-Str. 12  
95326 Kulmbach, Germany

Telephone: +49 (0) 92 21 - 506-0  
Telefax: +49 (0) 92 21 - 506-46  
E-Mail: [service@schueler-co.de](mailto:service@schueler-co.de)  
Internet: [www.schueler-co.de](http://www.schueler-co.de)

**Managing Director authorized to represent: Heiko Knörrer.**

The responsible department shall be the natural person or legal entity who solely or together with others decides about the purposes and means of the processing of personal data (e.g. names, e-mail-addresses, or similar).

## 3 Data Privacy Officer

We have ordered for our company a data privacy officer. You can reach the data privacy officer at:

SONNTAG IT Solutions GmbH & Co. KG  
Schertlinstraße 23  
86159 Augsburg / Germany

E-mail-address: [schueler-co-datenschutz@sp-it.de](mailto:schueler-co-datenschutz@sp-it.de)

Please indicate when contacting the following key word: „**Betreffend Datenschutz Schüler & Co. K.G.**“.

It can become necessary that we need further information of you for the identity check within the scope of contacting and inquiries about data privacy.

## 4 Types of Data Processing

### 4.1 Mail Communication

Very often electronic mail is chosen as communication form within the scope of business communication with us. Also personal data are stored within the scope of the mail communication.

### 4.1.1 Scope and Purpose of Data Collection

At least your e-mail address will be stored for the purpose of the electronic mail communication with you. As far as you send us a mail with further contact data as address and telephone number or hand out as a business card, also this information will be stored by our mail program. The address data are in almost all cases the address data of your organization, and thus not personal data. We normally only store your professional mail address, your professional telephone and fax number or the mobile phone number as personal communication data.

### 4.1.2 Legal Basis of the Data Collection

The legal basis for the data collection within the scope of the mail communication can be as manifold as the mail communication.

A part of the mail communication takes place within the scope of existing business relations or within the scope of approaching business relations. In these cases the data collection takes place according to art. 6 section 1 lit. b DSGVO (= Datenschutz-Grundverordnung = Basic Regulation for Data Privacy, general approach of agreements).

In all other cases the processing of your personal data takes place within the scope of the mail communication according to art. 6 section 1 lit. f DSGVO (= assessment of interests).

### 4.1.3 Data Storage Period

The mail communication with business partners is part of the business communication. Business documents, also the business communication is part of it, shall be stored according to the specifications of commercial law for the storage of business documents. As a rule these are 6 – 10 years.

After expiration of the storage obligation the data will be deleted, as far as there is no legal storage obligation or any other legal ground for a further storage. As far as it is evident that the storage of your data after expiration of the storage period will be required (e.g. because of an impending or pending lawsuit), a deletion will only then take place when the data will have become invalid. Any other storage obligation shall be unaffected.

## 4.2 Customer & Supplier Management

### 4.2.1 Scope and Purpose of the Data Collection

We regularly store personal data in our **ERP-system** for the execution of our general business purpose (execution of order management, purchase orders, offers, orders, invoices as well as the financial accounting) with customers and suppliers.

The data are predominantly general, freely accessible address data (address of the company). In many cases these data are not personal data.

Furthermore information about payment transactions (bank name, IBAN, BIC numbers, account holder) will be collected. These are, however, in the most cases also not personal data, as customers and suppliers often also are companies.

In each case these data only will be processed by entitled persons. There will be no transfer to third parties.

Furthermore partially the communication data of the personal contact persons will be stored. These are as a rule the phone number (partially also the extension), fax number, e-mail address (if known and existing) or the mobile number. The contact data will be partially stored directly in the ERP-program, partially also in our mail program for the execution of the communication.

### 4.2.2 Legal Basis of the Data Collection

The address data serve the execution of the contractual obligations against the customers and suppliers and are given through the different obligations of “principles of orderly accounting” (GOB = Grundsätze ordnungsgemäßer Buchführung). The data processing will take place on base of **art. 6 section 1 lit. b DSGVO (contractual basis)**.

The personal contact data serve the direct communication with employees of the organization. These contact data in many cases have been put at disposal by the communication partner itself. Herewith the data processing will be executed on base of **art. 6 section 1 lit. a DSGVO (acceptance) and art. 6 section 1 lit. f DSGVO (justified interest)**.

### 4.2.3 Data Storage Period

The storage of the general address data of the business partners takes place according to general principles of the storage periods corresponding to HGB (= Commercial Code) and GOB (= principles of orderly accounting).

The data shall be deleted after the data storage period as far as there is no legal storage obligation or any other legal ground for a further storage. As far as it is evident that the storage of the data after the expiry of the storage period will be required (e.g. because of an impending or pending lawsuit) a deletion only then shall take place when the data have become invalid. Any other legal storage obligation shall be unaffected.

The storage of personal communication data shall at first also follow these storage periods. When getting informed about the leaving of the company of communication partners these will be deleted from the system.

There shall be always the right for the affected person to object the processing of personal communication data. The data then shall be deleted immediately after the identity check of the affected person and of the expression of the claim.

## 4.3 Applications

We offer you the possibility to apply at us (e.g. via e-mail or postal). In the following we will inform you about the scope, purpose, and use of your personal data collected within the scope of your application procedure. We ensure that the collection, processing, and use of your data will take place in accordance with the applicable data privacy law and all other legal regulations and that your data will be treated strictly confidential.

### 4.3.1 Scope and Purpose of the Data Collection

If you send us an application, we will process your personal data connected with this (e.g. contact and communication data, application documents, notes within the scope of application interviews, etc.) as far as this is required for the decision about the reason of an employment. Legal basis for that is § 26 BDSG-neu (= Federal Data Privacy Law – new) according to German law (approach of an employment), art. 6 section 1 lit. b (= Data Privacy Basic Regulation). Your personal data will be transferred within the company only to people who participate in the processing of your application.

As far as the application will be successful the data submitted by you will be stored in our data processing systems for the purpose of the execution of the employment on base of § 26 BDSG-neu (= Federal Data Privacy Law – new) and art. 6 section 1 lit. b DSGVO (= Data Privacy Basic Regulation).

### 4.3.2 Data Storage Period

Should we not be able to offer you an employment or should you reject an employment offer or withdraw your application or withdraw your consent to data processing or request us to delete the data, so the transferred data including the possibly remaining physical application documents will be stored for maximum 6 months after the completion of the application procedure (retention period) for being able to reproduce the details of the application process in case of discrepancies (art. 6 section 1 lit. f DSGVO).

YOU CAN OBJECT TO THIS STORAGE AS FAR AS THERE ARE JUSTIFIED INTERESTS FROM YOUR SIDE WHICH ARE PREDOMINANT TO OUR INTERESTS.

The data will be deleted after expiry as far as there is no legal duty for storage or any other legal ground for a further storage. As far as it is evident that the storage of your data after expiry of the data storage period should be required (e.g. because of an impending or pending lawsuit) a deletion only then will take place when the data will have become invalid. Any other storage obligation shall be unaffected.

## 4.4 Handing out of Business Cards

### 4.4.1 Scope and Purpose of Data Collection

Within the scope of different business activities often business cards are handed out to our employees.

Partially the communication data are personal data in the meaning of the data privacy.

The general address data of the organization as well as the personal communication data will be electronically stored and processed. The storage mainly takes place in our mail program (see below) or in our ERP-program.

### 4.4.2 Legal Basis of the Data Collection

The handing out of the business card by the person affected itself we see as personal acceptance to data processing according to **art. 6 section 1 lit. a DSGVO (acceptance)**, respectively as justified interest according to **art. 6 section 1 lit. f DSGVO (justified interest)**.

### 4.4.3 Data Storage Period

The storage of the general address data of the business partners takes place according to general principles of the storage periods corresponding to HGB (= Commercial Code) and GOB (= principles of orderly accounting).

The data shall be deleted after the data storage period as far as there is no legal storage obligation or any other legal ground for a further storage. As far as it is evident that the storage of the data after the expiry of the storage period will be required (e.g. because of an impending or pending lawsuit) a deletion only then shall take place when the data have become invalid. Any other legal storage obligation shall be unaffected.

The storage of personal communication data shall at first also follow these storage periods. When getting informed about the leaving of the organization of the business partner these will be deleted from the system.

There shall be always the right for the affected person to object the processing of personal communication data. The data then shall be deleted immediately after the identity check of the affected person and of the expression of the claim.

## 5 Your Rights as an Affected Person

### 5.1 General

You can contact our data privacy officer at any time if you have general questions about data privacy or about the concrete rights as an affected person listed in the following.

Please consider the following when contacting:

1. Please mark your requests with „**Datenschutz Schüler & Co. K.G.**“, for enabling a better allocation of your request and for avoiding call backs.
2. Depending from the type of your request it can be necessary that our data privacy officer or we need further information for the identification of your person. We have to ensure that personal data only will be made accessible for the affected person.
3. We first have to check the legitimacy of your claim for the enforcement of your rights.

### 5.2 Right to Information

You as the affected person shall have **at any time** the right to receive information about the stored personal data of you, the origin & the recipient and about the purpose of data processing free of charge according to art. 15 DSGVO.

The exercise of this right to information can take place informally at any time. Please contact our data privacy officer ([schueler-co-datenschutz@sp-it.de](mailto:schueler-co-datenschutz@sp-it.de)) or use our company address (see processing department). Please mark your request with „**Datenschutz Schüler & Co. K.G.**“, for enabling a quick and targeted processing.

There can be call backs for the check of your identity.

### 5.3 Right to Correction

As an affected person you basically shall have the right that incorrect personal data shall be corrected immediately according to art. 16 DSGVO.

As we store only general communication data of natural persons in case of doubt a plain information shall be sufficient for the correction of these communication data.

### 5.4 Right to Limitation of Processing

You shall have the right to claim the limitation of the processing of your personal data. You can contact us at any time under the address indicated in the imprint. The right to limitation of processing shall exist in the following cases:

- If you contradict the correctness of your personal data stored at us, we normally need time for checking it. For the duration of the check you shall have the right to request the limitation of processing of your personal data.
- Should the processing of your personal data be / have been executed illegally you can request the limitation of data processing instead of deletion.
- Should we not need your personal data any longer, you, however, need them for the execution, defense, or enforcement of legal claims, you shall have the right to request the limitation of processing of your personal data instead of deletion.
- Should you have objected according to art. 21 section 1 DSGVO an assessment of your and our interests must take place. As far as it is not certain which interests overweight you shall have the right to request the limitation of processing of your personal data.

Should you have limited the processing of your personal data, these data – separate from their storage – may only be processed for the enforcement, execution, or defense of legal claims or for the protection of important public interest of the European Union or of a member country.

### 5.5 Right to Data Transferability

You shall have the right to demand the handing out data which we process on base of your acceptance or in execution of a contract to a third party in a well-established, machine readable format. As far as you request the direct transfer of the data to another official this shall only be executed as far as it is technically possible.

### 5.6 Right to Deletion

As an affected person you shall have at any time the right that your personal data will be deleted according to art. 17 DSGVO, if no other superior rights as storage periods or similar are in opposition.

### 5.7 Right of Objection

In the most cases you have sent us your personal data yourself within the scope of the communication with you. This transfer of personal data we have considered as acceptance

according to art. 6 lit a DSGVO respectively as “justified interest” of us according to art. 6 lit f. DSGVO.

You can object to the processing of your personal data at any time. We will then remove your data from the different systems after a corresponding check of the legality of your request.

Many data processing procedures are only possible with your express acceptance. You also can withdraw an already given acceptance at any time. An informal message to us via e-mail shall be sufficient. The legality of the data processing up to the withdrawal shall be unaffected.

Should you object we will not process your personal data any longer, unless we can verify forceful reasons requiring protection for the processing which are predominant to your interests, rights, and liberties or the processing serves the enforcement, execution, or defense of legal claims (objection according to art. 21 section 1 DSGVO).

Should your personal data be processed for direct advertising, so you shall have the right to object against the processing of personal data related to you for the purpose of such advertising; this shall also be valid for profiling as far as it is connected with direct advertising. Should you object, your personal data in the following will not be used for the purpose of direct advertising any longer (objection according to art. 21 abs. 2 DSGVO).

### **5.8 Right to Complaint at the Authority in Charge**

In case of violations against the DSGVO the affected persons shall have the right to complaint at a surveillance authority, especially in the member country of your usual residence, your work place, or the place of the alleged violation. The right to complaint shall exist unaffected of any other legal remedies of administrative law or court.

### **5.9 Automatic Decision Making**

There is no automatic decision making on base or with personal data in our company.