

# **Note on Processing Activities when the Order is Placed**

## **Information on data collection in accordance with Article 13 GDPR when an order is placed**

Trafö-Förderanlagen GmbH & Co. KG, Bahnhofstraße 80, D-97922 Lauda-Königshofen, managing director: Mr Rainer Bolz collects your data for the purpose of performing a contract, to meet its contractual and pre-contractual obligations and for direct marketing.

### **1. Contact details of the data protection officer**

You can contact our data protection officer under the following address:

Trafö-Förderanlagen GmbH & Co.

KG Isabell Güney

Bahnhofstraße 80

D-97922 Lauda—Königshofen

[Email: datenschutz@trafoe-foerderanlagen.de](mailto:datenschutz@trafoe-foerderanlagen.de)

### **2. Collection and storage of personal data as well as type and purpose and their use**

We will collect the following **information** when you charge us:

- Form of address, first name, last name,
- A valid email address
- Address (if deviating: invoice address) - phone number (landline and/or mobile phone).

These data will be **collected**

- to perform the order;
- for correspondence with you;
- for invoicing;
- for processing of any present liability claims and establishment of any claims against you.

Data collection and processing activities are required for carrying out the contract and based on point (b) of sentence 1 of Article 6(1) GDPR.

The data will be erased as soon as they are no longer required for the purpose of their processing, except if we are obligated to archive them for a longer period according to point (c) of sentence 1 of Article 6(1) GDPR due to archiving and documentation obligations under tax and commercial law (from the Commercial Code, Criminal Code or Tax Code) or if you have consented to storage beyond this according to point (a) of sentence 1 of Article 6(1) GDPR.

### **3. Passing on data to third parties**

Your personal data will not be transferred to any third parties for any other than the purposes referred to below.

As far as this is required according to point (b) of sentence 1 of Article 6(1) GDPR for carrying out your order, your personal data will be passed on to third parties. This shall in particular include passing on to server administration and phone service for the purpose of correspondence and to the lawyer in case of a dispute or when a reminder is due. The data passed on must only be used by third parties for the purposes named.

### **4. Data subject rights**

You have the right

- to revoke your consent once given to us towards us at any time in accordance with Article 7(3) GDPR. This has the consequence that we may no longer continue the processing activities that were based on this consent in future;
- to request access to the personal data concerning you that are stored by us according to Article 15 GDPR. In particular, you may request information on the purposes of the processing, the category of personal data, the categories of recipients to whom your data have been or will be disclosed, the planned storage duration, the existence of a right to rectification, erasure, restriction of processing or objection, the existence of a right to lodge a complaint, the origin of your data if they were not collected by us, and the existence of automated decision-making, including profiling and any indicative information on its details;
- to demand correction or completion of your personal data stored by us if they are inaccurate, in accordance with Article 16 GDPR;
- to demand erasure of your personal data stored by us in case of prohibited data storage, as far as processing is not required in order to exercise the right to freedom of expression and information, to comply with a legal obligation, for reasons of public interest or for assertion, exercise or defence of legal claims in accordance with Article 17 GDPR;
- to demand restriction of processing of your personal data in accordance with Article 18 GDPR as far as the accuracy of the data is disputed by you, processing is unlawful, but you decline erasure and we no longer require the personal data, but you still require them to assert, exercise or defend legal claims, or you have objected to processing in accordance with Article 21 GDPR;
- to demand to receive your personal data that you have provided to us in a structured, commonly used and machine-readable format or to demand transfer to another controller in accordance with Article 20 GDPR;

- to file an **objection** to processing of your personal data in accordance with Article 21 GDPR if there are any reasons for this resulting from your particular situation and if your personal data are processed based on legitimate interests in accordance with point (f) of sentence 1 of Article 6(1) GDPR. If you want to exercise your right to object, simply send an email to our data protection officer (for contact details, see item 1. Contact details);

- lodge a complaint with the supervisory authority in accordance with Article 77 GDPR. Usually, you may contact the supervisory authority at your common place of residence or work place or our registered office for this.

- Further information:

- <https://www.baden-wuerttemberg.datenschutz.de/ds-gvo/>

- <https://www.gdd.de/>