

# Information on the processing of customer/supplier and prospect data

## In accordance with Art. 13 of the General Data Protection Regulation (GDPR)

Data protection is an important concern for us. Below we inform you how we process your data and what rights you are entitled to.

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

ATEC PHARMATECHNIK GMBH  
Schulstraße 48-50  
24966 Sörup

Phone 04635 2932-0  
Fax 04635 2932-29  
[info@atecgroup.de](mailto:info@atecgroup.de)

Contact details of the data protection officer:  
[datenschutz@atecgroup.de](mailto:datenschutz@atecgroup.de)

### 2. Processing purposes and legal basis

In accordance with Article 6 Paragraph 1 Letter a) GDPR, we process your personal data if you have given us your consent to the processing. You can revoke your consent at any time without giving reasons with effect for the future.

In accordance with Article 6 (1) (b) GDPR, we process your personal data for the purpose of fulfilling a contract to which you are a party or to carry out pre-contractual measures that are carried out at your request.

You can find further details and supplements on the processing purposes in our contract documents and the other information provided.

In accordance with Article 6 (1) (c) GDPR, we process your personal data for the fulfillment of our legal obligations, in particular from tax and commercial law your master data and payment data.

In accordance with Article 6 (1) (f) GDPR, we can process your master data, payment data and performance-related data in connection with the following purposes in order to fulfill the legitimate interests of the responsible body mentioned under 1., e.g. B. to assert legal claims and defense in legal disputes.

### 3. Categories of personal data processed by us

- Customer/supplier master data (such as first and last name)
- Contact information (such as e-mail address, address, telephone number, mobile number.)
- Prospect master data

### 4. Who receives your data?

In addition, the following entities may receive your data:

- Processors used by us (according to Art. 28 GDPR), service providers for supporting activities and other persons responsible within the meaning of the GDPR, e.g. B. in the field of IT services,
- public bodies and institutions if there is a legal or official obligation, according to which we are obliged to provide information, report or pass on data (e.g. tax authorities) or if the data transfer is in the public interest
- bodies and institutions based on our legitimate interest or the legitimate interest of third parties (e.g. authorities, courts, experts) other bodies for which you have given us your consent to transfer data.

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## **5. Transfer of your data to a third country or to an international organization**

A transmission to a third country or to an international organization is not planned.

## **6. How long do we store your data?**

Your personal data will be deleted as soon as they are no longer required for the purposes mentioned. If necessary, we process your personal data for the duration of our business relationship.

In addition, we are subject to various retention and verification obligations, which include result from the legal framework. The deadlines specified there for storage or proof of up to ten years result from the German Commercial Code, the Tax Code and the Money Laundering Act.

Ultimately, the storage period is also assessed according to the statutory limitation periods, which, for example, according to Sections 195 et seq. of the German Civil Code (Bürgerliches Gesetzbuch - BGB) are generally three years but can also be longer in certain cases.

## **7. Profiling**

Is not applied here.

## **8. Your data protection rights**

You have the right to information under Art. 15 GDPR, the right to rectification under Art. 16 GDPR, the right to deletion under Art. 17 GDPR, the right to restriction of processing under Art. 18 GDPR and the right to data portability according to Art. 20 GDPR.

According to Article 21 GDPR, you have the right to object to the processing of personal data by us. However, this right of objection only applies if there are special circumstances in your personal situation, whereby the rights of our company may conflict with your right of objection. If you wish to assert one of these rights, please contact the responsible office named under 1.

## **9. Right of Withdrawal upon Consent**

If you have consented to the processing by means of a corresponding declaration, you can revoke your consent at any time for the future, to the responsible body named under 1. The legality of the data processing that took place on the basis of the consent until the revocation is not affected by this.

## **10. Scope of your obligations to provide us with your data**

As part of our business relationship, you only have to provide the personal data that is necessary for the establishment and implementation of the business relationship and the fulfillment of the associated contractual obligations or that we are legally obliged to collect. Without this data, we will generally have to refuse to conclude the contract or execute the order, or we will no longer be able to carry out an existing contract and may have to terminate it. If we request additional data from you, you will be informed separately that the information is voluntary.

## **11. Your right to complain to the responsible supervisory authority**

You have the right to lodge a complaint with the data protection supervisory authority (Art. 77 GDPR). The supervisory authority responsible for us is:

Unabhängiges Landeszentrum für Datenschutz Schleswig-Holstein  
P.O. Box 71 16  
24171 Kiel  
Phone: 0431 988-1200  
Fax: 0431 988-1223