

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

The person responsible for data processing is

GLA-WEL GmbH  
Maschweg 80  
49324 Melle

Telefon: +49 5422 94390-1  
Telefax: +49 5422 94390-9  
E-Mail: [info@gla-wel.de](mailto:info@gla-wel.de)

Contact details of the data protection officer:  
E-Mail: [datenschutz@gla-wel.de](mailto:datenschutz@gla-wel.de)

## **2. Which sources and data do we use?**

We process data that we receive exclusively from the business relationship with you. We receive the data directly from you.

Specifically, we process the following data:

- Master data on your contract (e.g. name, address, contact person, etc.)
- Tax-relevant data
- Bank data (BIC / IBAN)
- Data in connection with the execution of contractual relationships (powers of attorney)

## **3. For what purposes and on what legal basis will my data be processed?**

We process your personal data in compliance with the relevant data protection regulations of the EU Data Protection Basic Regulation (DSGVO), the Federal Data Protection Act (BDSG) and all other relevant laws.

### **a. For the fulfilment of contractual obligations (Art. 6 para. 1 b DSGVO)**

We process your data to implement our contracts with you. The purposes of the data processing depend in detail on the contract bases.

### **b. within the framework of the weighing of interests**

#### **(Art. 6 para. 1 f DSGVO)**

In individual cases we process your data in order to protect legitimate interests of us or of third parties (e.g. authorities). This applies in particular to the clarification of criminal offences (legal basis Art. 6

Para. 1 f DSGVO in conjunction with § 26 Para. 1 S. 2 BDSG) or the internal exchange of data for administrative purposes.

### **c. On the basis of your consent**

#### **(Art. 6 para. 1a DSGVO)**

If you have given us consent to the processing of personal data, the respective consent is the legal basis for the processing mentioned there. You can revoke your consent at any time with effect for the future. This also applies to declarations of consent which you gave us before the DSGVO came into force, i.e. before 25 May 2018. The revocation is only effective for the future.

### **d. Due to legal requirements (Art. 6 para. 1 c DSGVO)**

We are subject to various legal obligations, i.e. legal requirements.

Insofar as special categories of personal data are processed in accordance with Art. 9 Para. 1 DSGVO, this serves the purpose of exercising rights or fulfilling legal obligations, social security law and social protection.

## **4. Who receives my data?**

Within our company, only those persons and bodies will receive your personal data that they need to fulfil our contractual and legal obligations.

In addition, the following parties may receive your data:

Contract processors used by us (Art. 28 DSGVO), in particular in the area of IT services, credit checks, logistics and printing services, who process your data for us in accordance with instructions.

## **5. How long is my data stored?**

We will delete your personal data as soon as they are no longer required for the fulfilment of our contractual relationship. If necessary, we process your personal data for the duration of our business relationship, which also includes the initiation and execution of a contract.

In addition, we are subject to various storage and documentation obligations (e.g. HBG, BGB, etc.). The periods for storage and documentation specified there are up to ten years, but in certain cases also up to thirty years.

**6. Will my data be transferred to a third country?**

Your personal data will not be transferred to a third country (countries outside the European Economic Area - EEA).

**7. Are you obliged to provide your data?**

As part of our business relationship, you must provide the personal data that is necessary to establish and conduct a business relationship and to fulfil the associated contractual obligations or that we are legally obliged to collect.

Without this data we will normally have to refuse the conclusion of the contract or the execution of the order or will no longer be able to execute an existing contract and may have to terminate it.

**8. Would you like to complain about the handling of your data?**

You have the option of contacting our data protection officer or a data protection supervisory authority. The data protection supervisory authority responsible for us is:

The State Commissioner for Data Protection Lower Saxony

Barbara Thiel  
Prinzenstraße 5  
30159 Hannover

**9. What data protection rights do I have?**

Under the respective legal requirements of the DSGVO, valid as of 25.05.2018, you have the right to correction, deletion, restriction of processing as well as data transferability of your personal data. You also have the right to appeal to a data protection supervisory authority.

You have the right (right of objection) at any time to object to the processing of your personal data for purposes of direct advertising without stating reasons.

You have the right (right to information) at any time from us to request information about the data stored about your person.

If we process your data to protect legitimate interests, you may object to this processing for reasons arising from your particular situation.

We will then no longer process your personal data unless we can prove compelling reasons for processing worthy of protection which outweigh your interests, rights and freedoms or the processing serves the assertion, exercise or defence of legal claims.

**Data processing**

Responsible person/contact: GLA-WEL GmbH / <a href="mailto:info@gla-wel.de">info@gla-wel.de</a>		
Data protection officer/contact: EDV-Unternehmensberatung Floß GmbH <a href="mailto:datenschutz@gla-wel.de">datenschutz@gla-wel.de</a>		
Legal basis for data processing Art. 6 (1) a, b, c and f DSGVO		
the purposes of the processing, including the legitimate interest of the controller Consent/Fulfilment of contract/legal requirements/Balance of interests		
<b><u>Passing on your Data to</u></b>  tax office bank credit companies collection companies IT service provider	<b><u>Storage period</u></b>  The data will be deleted after the expiry of the storage obligations arising from the contract/contract / business relationship and the underlying legal regulations.	<b><u>Your rights</u></b>  information correction blocking deletion Objection to processing data transmission Right of appeal to the supervisory authority Revocation of consent