

## Information Duties Acc. to Art. 13 GDPR

The protection of your personal data is of utmost importance to us. We therefore process your personal data ("data" for short) exclusively in accordance with legal regulations. We hereby wish to inform you comprehensively about the processing of your data in our company and the data protection claims and rights to which you are entitled within the meaning of Art. 13 of the European General Data Protection Regulation (GDPR).

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

Responsible is:

Christian Volkmer  
Projekt 29 GmbH & Co. KG  
Ostengasse 14  
93047 Regensburg  
E-Mail: c.volkmer@projekt29.de  
Tel.: 0941-2986930

### 2. Which data is processed and from which sources do these data originate?

We process the data which we have received from you within the framework of contract initiation or processing, based on consents or within the framework of your application to us or within the framework of your staff. The collection of your data generally takes place with you. The processing of the data you provide is necessary to fulfill contractual or pre-contractual obligations in accordance with Art. 6 Para. 1 Sentence 1 lit. b GDPR. Therefore, you are required to provide personal data, as we would otherwise be unable to fulfill our contractual or pre-contractual obligations. In order to provide our services, it may also be necessary to process data that we have received from other third parties, such as your service providers, for the respective purpose of processing.

Personal data includes:

Your master/contact data, for example first and last name, address, contact data (e-mail address, phone number, fax), bank data for **investors**.

For **applicants and employees**, this includes for example first and last name, address, contact data (e-mail address, phone number), date of birth, data from curriculum vitae and job references, bank data, religious affiliation.

For **business partners**, this includes for example the name of their legal representative, company, commercial register number, VAT number, company number, address, contact data of the contact person (e-mail address, phone number, fax), bank details.

In addition, we also process the following other personal data:

- Information on the type and content of contract data, order data, sales and document data, customer and supplier history and consulting documents,

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- advertising and sales data,
- information from your electronic dealings with us (e.g. IP address, log-in data),
- other data that we have received from you within the framework of our business relationship (e.g. in discussions with customers),
- data we generate ourselves from master data, contact data and other data, e.g. by means of customer demand and customer potential analyses,
- the documentation of your declaration of consent for the receipt of e.g. newsletters.

### **3. For what purposes and on what legal basis is the data processed?**

We process your data in accordance with the provisions of the Data Protection Basic Regulation (GDPR) and the Federal Data Protection Act 2018, as amended:

- to fulfil (pre-)contractual obligations (Art. 6 para. 1 lit.b GDPR):  
The processing of your data takes place for the contract winding up online or in one of our branches, for the contract winding up of your coworkers in our enterprise. The data will be processed in particular during the initiation of business transactions and the execution of contracts with you.
- to fulfil legal obligations (Art. 6 para. 1 lit.c GDPR):  
A processing of your data is necessary for the purpose of the fulfilment of different legal obligations, e.g. from the commercial code or the tax code.
- to safeguard legitimate interests (Art. 6 para. 1 lit.f GDPR):  
Based on a weighing of interests, data processing may take place beyond the actual fulfilment of the contract in order to safeguard the legitimate interests of us or third parties. Data processing to safeguard legitimate interests is carried out in the following cases, for example:
  - advertising or marketing (see No. 4),
  - measures for business management and the further development of services and products;
  - manage a group-wide customer database to improve customer service
  - in the context of legal proceedings.
- within the scope of your consent (Art. 6 para. 1 lit.a GDPR):  
If you have given us your consent to process your data, e.g. to send our newsletter to you.

### **4. Processing of personal data for advertising purposes**

You may at any time object to the use of your personal data for advertising purposes in whole or for individual measures without incurring any costs other than the transmission costs according to the basic tariffs.

In Germany we are entitled under the legal requirements of § 7 Abs.3 UWG (law against unfair competition) to use the email address you provided when concluding the contract for direct advertising for our own similar goods or services. You will receive these

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product recommendations from us regardless of whether you have subscribed to a newsletter or not.

If you do not wish to receive such recommendations by e-mail from us, you can object to the use of your address for this purpose at any time without incurring any costs other than the transmission costs according to the basic tariffs. A text message is sufficient for this purpose. Of course, every e-mail always contains a unsubscribe link.

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

If we use a service provider in the sense of an order processing, we remain nevertheless responsible for the protection of your data. All contract processors are contractually obliged to treat your data confidentially and to process it only within the scope of the service provision. The contract processors commissioned by us will receive your data insofar as they require the data for the performance of their respective services. These are, for example, IT service providers that we need for the operation and security of our IT system as well as advertising and address publishers for our own advertising campaigns.

Your data will be processed in our customer database. The customer database supports the improvement of the data quality of the existing customer data (duplicate cleansing, spoilage/deadness flags, address correction) and enables the enrichment with data from public sources.

This data is made available to the group companies if necessary for the execution of the contract. Customer data is stored separately for each company, with our parent company acting as a service provider for the individual participating companies.

If there is a legal obligation and in the context of legal prosecution, authorities and courts as well as external auditors may be recipients of your data.

In addition, insurance companies, banks, credit agencies and service providers may be recipients of your data for the purpose of initiating and fulfilling contracts.

### **6. How long will my data be stored?**

We process your data until the termination of the business relationship or until the expiry of the applicable statutory retention periods (e.g. from national commercial laws, tax laws); furthermore, until the termination of any legal disputes in which the data is required as evidence.

### **7. Is personal data transferred to a third country?**

In principle, we do not transfer any data to a third country. A transfer will only take place on a case-by-case basis based on an adequacy decision of the European Commission, standard contractual clauses, appropriate safeguards or your express consent. The transfer is carried out based on the GDPR.

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### **8 Which data protection rights do I have?**

At any time, you have the right to information, rectification, deletion or restriction of the processing of your stored data, a right of objection to the processing as well as a right to data transfer and a right of complaint in accordance with the requirements of data protection law.

**Right to information:** You can request information from us as to whether and to what extent we process your data.

**Right to rectification:** If we process your data that is incomplete or inaccurate, you may request that we correct or complete it at any time.

**Right to deletion:** You can demand that we delete your data if we process it unlawfully or if the processing disproportionately interferes with your legitimate protection interests. Please note that there may be reasons that prevent an immediate deletion, e.g. in the case of legally regulated storage obligations.

Irrespective of the exercise of your right to deletion, we will delete your data immediately and completely, insofar as there is no legal or statutory obligation to retain data in this respect.

**Right to limit the processing:** You can ask us to restrict the processing of your data if

- you dispute the accuracy of the data for a period of time that allows us to verify the accuracy of the data.
- the processing of the data is unlawful, but you refuse to delete it and instead request a restriction on the use of the data,
- we no longer need the data for the intended purpose, but you still need this data to assert or defend legal claims, or
- you have objected to the processing of the data.

**Right to data transferability:** You may request that we provide you with the information you have provided to us in a structured, common and machine-readable format and that you may provide that information to another responsible person without our interference, provided that

- we process this data on the basis of a consent given and revocable by you or for the fulfilment of a contract between us, and
- this processing is carried out using automated procedures.

If technically feasible, you may request us to transfer your data directly to another responsible person.

**Right of objection:** If we process your data for legitimate reasons, you may object to such processing at any time; this would also apply to profiling based on these provisions. We will then no longer process your data unless we can prove compelling grounds for processing worthy of protection which outweigh your interests, rights and freedoms or the processing serves the assertion, exercise or defense of legal claims. You can object

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to the processing of your data for the purpose of direct marketing at any time without giving reasons.

Right of appeal: If you are of the opinion that we violate German or European data protection law when processing your data, we ask you to contact us in order to clarify any questions you may have. Of course, you also have the right to contact the supervisory authority responsible for you, the respective state office for data protection supervision. If you wish to assert any of the aforementioned rights against us, please contact our data protection officer. In case of doubt, we may request additional information to confirm your identity.

### **9. Am I obliged to provide data?**

The processing of your data is necessary to conclude or fulfil your contract with us. If you do not provide us with this data, we will generally have to refuse to enter the contract or will no longer be able to perform an existing contract and will therefore have to terminate it. However, you are not obliged to give your consent to data processing with regard to data which is not relevant for the fulfilment of the contract, or which is not required by law.