

## Information of the data subject about the collection of personal data as a customer, interested party, service provider or supplier

### Those responsible

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#### Legal representatives

- Oliver Harm
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### Information on data processing activities

#### Purposes of the processing activity

We process your partly also personal data for the initiation, execution and handling of contractual relationships, for the preparation of offers and invoices as well as for the establishment of contact and information within the scope of customer service..

#### Legal basis of the data processing activity

The processing is necessary for the fulfilment of a contract or a pre-contractual measure pursuant to Art. 6 Para. 1 lit. b DS-GVO or is necessary to safeguard our legitimate interest pursuant to Art. 6 Para. 1 lit. f DS-GVO and no interests or fundamental rights and freedoms of the person concerned prevail.

#### Categories of recipients

Internal recipients are consulting, contract management, accounting, controlling, back office. We also use service providers (contract processors) to fulfil our tasks, such as IT service providers and hosting providers, and transmit data to authorities or courts within the framework of legal obligations.

#### Data transfer to a third country

There is no planned transfer to third countries.

### Additional information requirements

#### Storage period of personal data

The storage is based on the legal requirements, in particular § 147 AO (10 years) and § 257 HGB (6 years). Personal data are deleted as soon as their purpose has ceased to apply and there is no obligation to retain them.

#### Rights of the data subject

As a natural person, you have the right to be informed (pursuant to Art. 15 DS-GVO) by the person responsible about the personal data concerning you, as well as the right to correction (Art. 16 DS-GVO), deletion (Art. 17 DS-GVO) and restriction of processing (Art. 18 para. 1 DS-GVO). You also have the right to object to the processing (Art. 21 DS-GVO) and the right to data transfer (Art. 20 DS-GVO).

If you wish to exercise your rights, please contact us via the communication channels mentioned above.

#### Right of appeal

You have a right to appeal to the appropriate supervisory authority.

#### Obligation to provide personal data

The provision of personal data about the data subject is partly required by law or contract or required for the conclusion of a contract or for customer service and communication. The data subject is then obliged to provide the personal data.

Failure to do so would have the consequence that no contractual relationship can be established or communication is not possible.

#### Automated decision making

There is no automated decision making or profiling.