

Data processing guidelines at MAURER SE

In order to fulfill our information requirements in compliance with Article 12 of the General Data Protection Regulation (GDPR), please find our information on data protection as follows:

Who is responsible for data processing?

Controller for the purposes of data protection law is

MAURER SE

Managing Directors Dr. Christian Braun and Max Meincke

Frankfurter Ring 193

80807 München

Phone: 089 / 32394-0

E-Mail: info@maurer.eu

Web: www.maurer.eu

Further information on our company and on authorised representatives as well as more contact details can be found under the legal notice of our website:

<https://www.maurer.eu/en/legal-notice/index.html>

What are the purpose and the legal basis of the processing?

As a matter of principle, any data that we may have received from you are only going to be processed for the purposes for which we have received or collected them.

a) Collection and processing within the framework of fulfilment of contractual obligations

Within the framework of establishing contact and fulfilling our contractual obligations towards you we collect and process personal data. We process these data on the legal basis in compliance with point (b) of Article 6 (1) of the GDPR and consequently in order to take steps prior to entering into a contract as well as for the performance of contracts.

b) Processing due to statutory obligations or because it is in the public interest

Our company is also subject to legal obligations and regulatory requirements and obligations, which we have to comply with and fulfil, and which require the processing of personal data. Compliance with individual and specific legal obligations necessitates the processing of personal data, which is permitted to this extent according to point (c) of Article 6 (1) of the GDPR. Beyond that, the processing of personal data can be in the public interest (point (e) of Article 6 (1) of the GDPR), e.g. to the extent that it is about averting dangers or about maintaining public security and health.

c) Processing on the basis of a legitimate interest

Besides that, we process personal data insofar this is necessary for the protection of our legitimate interests or those of a third party, provided that the interests or the fundamental rights and freedoms of the data subjects that require the protection of personal data are not overriding (point (f) of Article 6 (1) of the GDPR). Third parties are natural or legal persons, public authorities, agencies or other

bodies with the exception of you, us, our processors, and persons who, under the direct authority of us or of processors, are authorised to process personal data. Data are processed on the grounds of legitimate interest in particular as far as this is necessary for the exercise of legal rights and for the defense in the event of any legal disputes; in this respect, we assume that our interests outweigh your fundamental rights and freedoms that necessitate the protection of your data.

If we process your data on the basis of a balancing of interests, you as the data subject shall have the right to object to the processing of your personal data, taking into consideration the provisions under Article 21 of the GDPR.

d) Processing based on consent

Beyond that, the personal data will be collected and processed following explicit consent to this processing (consent, point (a) of Article 6 Section 1 of the GDPR). If personal data are processed on the basis of your **consent**, you have the right to **withdraw** that consent with us via any contact method at any time with effect for the future.

Data processing for any other purposes can only be taken into consideration if the pertinent, necessary legal requirements according to Article 6 Section 4 of the GDPR exist. It goes without saying that in that case, we are going to comply with any potential information requirements according to Article 13 (3) of the GDPR and Article 14 (4) of the GDPR.

How long are the data going to be stored for?

Generally, personal data are going to be processed for as long as this is necessary for the performance of a contract, consequently as long as the contractual relationship persists (point (b) of Article 6 (1) of the GDPR). If these personal data are processed on the basis of consent, the processing shall continue until you withdraw said consent for the processing.

Once the contractual relationship has ended, the data made available by you can be saved and consequently processed for compliance with a legal obligation (point (c) of Article 6 (1) of the GDPR) or for the purposes of legitimate interests (point (f) of Article 6 (1) of the GDPR). Legitimate interests can in particular result from us having to defend ourselves against legal claims by legal means or wanting to establish or exercise legal claims, as the case may be; this can e.g. also apply to the processing of personal data concerning health (see point (f) of Article 9 (2) in conjunction with point (f) of Article 6 (1) of the GDPR). After the legal retention period has expired and/or the legitimate interests have ceased, the personal data shall be deleted.

Which recipients are the data passed on to?

Within the company, those individuals and departments that require your data for the fulfilment of our contractual and legal obligations shall have access to your data. Processors employed by us (Article 28 of the GDPR) may also receive data for the

forementioned purposes. These are companies from the IT service, logistics, printing services, telecommunications, debt collection, advisory and consulting, sales and marketing as well as address research sectors.

With regard to the data transfer to recipients outside the company it should be noted that we transfer your data only if this is permitted or required according to legal regulations, if you have given your consent or if we are authorised to provide information. Under these circumstances, the recipients of personal data can be for example:

- Public bodies and institutions (e.g. public prosecutor's office, police, supervisory authorities) if there is a legal or official obligation.
- Other companies we transfer personal data to for the purposes of carrying out the business relationship with you (depending on the contract: banks, credit agencies, suppliers, commercial representative).

Further data recipients can be those bodies for which you have granted your consent for the data transfer.

Transfer of data to third countries

There is no transfer of data to third countries.

Your rights as the 'data subject'

a) Right to access in compliance with Article 15 of the GDPR:

On request, you shall have the right to obtain free-of-charge access, **especially** regarding the following information: whether and which data is stored about you and for which purpose, categories of recipients to whom the personal data have been or will be disclosed, and the envisaged period for which your personal data will be stored.

b) Right to rectification in compliance with Article 16 of the GDPR:

You have the right to obtain without undue delay the rectification of inaccurate personal data concerning you. Taking into account the purposes of the processing, you shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

c) Right to erasure ('right to be forgotten') in compliance with Article 17 of the GDPR:

You shall have the right to obtain the erasure of your personal data without undue delay. We shall have the obligation to erase personal data without undue delay where one of the following grounds applies:

- a. The purposes for which the personal data were collected no longer apply.
- b. You withdraw your consent for processing and there is no other legal ground for the processing.
- c. You object to the processing and there is no other legal ground for the processing.

- d. The personal data have been unlawfully processed.
- e. The personal data have to be erased for compliance with a legal obligation in Union or Member State law to which I am subject.
- f. The personal data have been collected in relation to the offer of information society services in compliance with Article 8 (1) of the GDPR.

d) Right to restriction of processing in compliance with Article 18 of the GDPR, Section 35 of the BDSG [Federal Data Protection Act]:

You shall have the right to obtain restriction of processing where one of the following applies:

- a. The accuracy of the personal data is contested by you.
- b. The processing is unlawful and you oppose the erasure.
- c. The personal data are no longer needed for the purposes of the processing, but you require them for the establishment, exercise or defence of legal claims.
- d. You have objected to processing pursuant to Article 21 (1) of the GDPR. Pending the verification whether my legitimate grounds override yours, processing shall be limited.

e) Right to data portability in compliance with Article 20 of the GDPR:

You shall have the right to receive the personal data you provided in a structured, commonly used, and machine-readable format. You shall furthermore have the right to transmit those data to another controller without hindrance from me.

f) Right to object in compliance with Article 21 of the GDPR:

At any time, you shall have the right to object, on grounds relating to your particular situation, to the processing of personal data concerning you which is processed based on point (e) or (f) of Article 6 (1), where appropriate in conjunction with point (f) of Article 9 (2) of the GDPR. The personal data shall no longer be processed, unless there are overriding reasons worthy of protection in favour of continued processing, or if the processing is for the purposes of the establishment, exercise or defence of legal claims. In case of direct marketing, however, the personal data shall no longer be processed for these purposes once consent has been withdrawn.

g) The right to lodge a complaint with the supervisory authority in compliance with point (d) of Article 13 (2) and Article 77 of the GDPR, together with Section 19 of the BDSG:

If you are of the opinion that the processing of your data is in breach of the GDPR, you have the right to lodge a complaint with the supervisory authority. For that purposes, please contact the competent supervisory authority.

Our competent supervisory authority is in all cases the Bayerische Landesamt für Datenschutzaufsicht, Promenade 27, 91522

Ansbach, Phone: +44 (0)981 / 53 1300, Fax: +44 (0)981 / 53 98 1300, E-mail: poststelle@lda.bayern.de.

h) Withdrawal of consent in compliance with Article 7 (3) of the GDPR:

If processing is based on your consent in compliance with point (a) of Article 6 (1) of the GDPR or point (a) of Article 9 (2) of the GDPR (Processing of special categories of personal data), you shall have the right to withdraw your consent for a specific purpose at any time, without this affecting the lawfulness of processing based on the consent given until it is withdrawn. Withdrawing your consent shall be without any further detriment to you.

Our data protection officer

We have got a designated data protection officer in our company. He can be contacted as follows:

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