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INFORMATION SHEET DATA PROTECTION FOR CUSTOMERS, SUPPLIERS, CONTRACTORS (IN ACCORDANCE WITH ARTICLES 13 and 14 GDPR)

The protection and security of your personal data are important to us. We are committed to respecting the principles of lawful data processing in all processing operations. We will then give you an overview of why we collect your data and in what form it is processed.

1. Who is responsible for data processing and who can you contact if you have any questions?

Your contractual partner or the partner to whom you have provided your personal data (short: "pd") is responsible for the processing of your personal data.

You can contact us at the address below if you have any questions regarding data protection.

SAFE+ Certification GmbH, Bacherner Weg 36A, 82266 Inning am
Ammersee, Germany
E-mail: [info\(at\)safecert.org](mailto:info(at)safecert.org)

2. Processing frame

What is the source of this data and which data categories are processed?

We process the personal data that we have legitimately received from you or your employees and bodies, from third parties who are authorised to transfer data to us (e.g. other companies, service providers such as laboratories, certification bodies, etc.) and from publicly accessible sources (e.g. commercial register/trade register, register of associations, media, etc.) as part of the business relationship.

The pd includes, for example, your identity data (name, rarely: date of birth, etc.), contact data (address, email address, telephone number, contact language, etc.), function information (organisational classification in the company, authority to represent, etc.), creditworthiness data, more exceptionally: Legitimation data (ID card data, etc.), authentication data (specimen signature, etc.).

In addition, we also store your pd for processing results that we generate ourselves or that you generate for us (e.g. developer code). We also process information that is generated when you use our technical tools and digital solutions (e.g. MATEXX, recipe.APP, cookies, logs, etc.).

For what purposes and on what legal basis is the data processed?

In the following, we inform you about the different, lawful processing purposes and the respective legal basis. We endeavour to provide you with general and comprehensive information and would like to point out that your individual personal data will of course not be processed in all processes.

Processing for the fulfilment of pre-contractual and contractual obligations (Article 6(1)(b) GDPR) and for the fulfilment of legal obligations (Article 6(1)(c) GDPR)

We process the personal data necessary for the **initiation, commencement, execution or termination of the business relationship** and for the **processing of contractual claims** arising from our contractual relationship (with your employer), including automatically created and archived text documents (in particular correspondence) and recordings of meetings or training sessions (e.g. webinars, online meetings). This includes, for example, delivery data, sales data, billing data, **contract management** and the processing and forwarding of information to courts, authorities or legal representatives for the **assertion of claims**.

In particular, it may be necessary to pass on pd to our contractual partners for the logistical **processing and coordination of services**.

In addition, we process your personal data in fulfilment of legal obligations. These include **retention, documentation and reporting obligations under company, tax and fiscal law, including financial accounting and bookkeeping**. To fulfil these purposes, it is necessary to provide your personal data to service providers such as auditors on a case-by-case basis.

Processing on the basis of our legitimate interests or the legitimate interests of third parties (Art 6 para 1 lit f GDPR), namely in the realisation of entrepreneurial freedom and for the protection of property

The following reasons should be mentioned in particular:

- for the purpose of **internal administration** and simplification of a **smooth business process**;
- to answer your enquiries;
- for **credit assessment**;
- for **event planning, invitations and coordination**;
- for the purpose of **direct advertising** and to **maintain the business relationship**;
- to ensure network and information security. In **implementing (data) security measures and precautions**, your personal data is processed for the administration and security of our systems. When **using the Internet via our visitor access**, when using **communication tools such as telephone, e-mail, instant messaging or video conferencing**, the use is **logged** as a **security precaution**, as is the use of **collaboration tools** (e.g. web-based project platforms).
- for the purpose of **preventing cases of abuse** (whistleblower system!).
- To ensure the **general security of the company and company premises**, your pd information is recorded as part of visitor management and your image may be stored by the video surveillance system.

If you do not want this for reasons worthy of consideration, you can object to the processing of your data. lodge an **objection**.

Processing of voluntary information or based on your (express) consent (Art 6 para 1 lit a and Art 9 para 2 lit a GDPR)

The following data will only be processed or passed on voluntarily, i.e. on the basis of your consent.

- In exceptional cases: The publication of your **photo** on the company website or, if applicable, for advertising purposes in print or online media is voluntary.
- The **recording of** a video conference/sound recording takes place with the consent of the participants.
- In the course of events (in particular further education and training events): You consent to the **photo, video and audio documentation of the events** and their publication on a case-by-case basis for reporting, application and training purposes when registering and booking or at the event. In the case of bookings by the employer, the employer shall ensure that its employees give their consent.

You have the right to **revoke** each of these consents independently of each other at any time without affecting the lawfulness of the processing carried out on the basis of the consent until revocation (**see point 4**).

Is the provision of the data required by law or contract or necessary for the conclusion of a contract?

The processing of certain personal data is necessary for the smooth processing of our contractual relationship. For example, we would not be able to conclude or execute a contract with contractual partners who are natural persons without the provision of your personal data. The storage and use of personal data is partly agreed with our contractual partners. Our contractual partners regularly provide

for further coordination and realisation of deliveries or services and data of your contact persons.

3. Transfer and foreign reference

Who receives your data?

In order to achieve the intended purposes, it may occasionally be necessary for us to transfer and disclose your data to recipients (e.g. authorities/public bodies, courts, your bank, higher-level group companies, ...) or to grant co-operation partners access to your data (e.g. to carry out data management on our behalf, to use software and IT infrastructure, for support and maintenance purposes). The transmission of the data relevant in each individual case takes place on the basis of the statutory provisions or contractual agreement or, in some cases, with your (express) consent.

We endeavour to work only with cooperation partners who offer sufficient guarantees that your data is also in safe hands with them.

Is data transferred to a third country or an international organisation?

Your personal data may be transferred to countries outside the EEA for the performance of pre-contractual measures or in fulfilment of our contractual relationship (with your employer), but only to the extent that cooperation, contact or exchange with contractual partners outside the EEA is necessary. As a forward-looking company, we use cloud solutions for our internal and external communication and collaboration, for video conferencing, for maintaining information and data security and for customer care. The services we use are provided by Microsoft Corp. (registered office: United States of America). In the course of media work, your photo may be published on our press channels (website, social media channels, etc.), exclusively on the basis of your express consent.

How long will your data be stored?

We store your data for different lengths of time depending on the required processing purpose. As a rule, we process your information for the duration of the entire business relationship (from the initiation, processing to the termination of a contract, as well as until the termination of any interest in information on your part). In addition, we store your data in compliance with and within the scope of the statutory retention and documentation obligations, the applicable guarantee, warranty and limitation periods and, in the event of legal disputes in which the data is required as evidence, until termination.

4. Rights of data subjects

What data protection rights are you entitled to?

We would also like to inform you that you have the right to withdraw your consent at any time:

- to request information about which of your data is processed by us (see Art. 15 GDPR for details),
- to have your data corrected or deleted, unless our legitimate interests in processing prevail. (see in detail Art 16 GDPR),
- restrict the processing of your data (see in detail Art 18 GDPR),
- to object to data processing (see in detail Art 21 GDPR),
- to data portability (see in detail Art 20 GDPR).

Do you have the right to withdraw your consent?

You have the right to withdraw your consent to the use of data at any time ([see point 2 - Consent](#)) without affecting the lawfulness of processing based on consent before its withdrawal

will be cancelled. If you wish to withdraw your consent, please contact the person named under **point 1** listed contact.

Is there a right of appeal to a supervisory authority?

If, contrary to expectations, your data protection rights are violated, you have the right to lodge a complaint with the data protection authority in your country, in particular at your place of residence or work, or with another data protection supervisory authority in the EU. For Germany, this is the Federal Commissioner for Data Protection and Freedom of Information.

E-mail: [poststelle\(at\)bfdi.bund.de](mailto:poststelle(at)bfdi.bund.de)

Phone: +49 (0) 228 997799 0

FAX: +49 (0) 228 997799 5550

Address: Graurheindorfer Straße 153, 53117 Bonn

You can find a European overview under [Data Protection Authorities](#).

Is there automated decision-making including profiling?

We do not use your personal data for automated decision-making or profiling.

Is data processed for other purposes?

Finally, we would also like to inform you that we only process your data for the purposes listed above. If we intend to (further) process your data for other purposes, we will inform you of this separately.

We hope that this information sheet has provided you with clarity as to how and for what purposes we process your data. If you still have questions about the processing of your data, please get in touch with the contact point in **point 1**.