

Information obligations according to Art. 13 GDPR

Business Cards and Contact Information

1. Introduction

We came into contact with you at a trade fair or event. As a result, we exchanged business cards. We then sent you an email to make sure your contact details were correct.

We would now like to process your contact details. And as the „controller“, we are informing you about the data processing in accordance with *Article 13 of the EU General Data Protection Regulation (GDPR)*.

2. Data controller

The data controller within the meaning of the GDPR is

Gelbau GmbH & Co. KG

Grandkaule 8-10, 53859 Niederkassel, Germany

Phone: +49 (0) 22 08/94 55-0

Mail: info@gelbau.com

3. Data protection officer

Our external Data Protection Officer is

Mrs Jacqueline Rossi

Engineering Office Peschel GmbH

datenschutz@gelbau.com

4. What data we process when you give us your contact details

We process the data that appears on the business card or that you have given us as contact details in the e-mail. We also keep a record of the occasions on which we have met or communicated.

The purpose of the data processing is to maintain contact with you and to contact you in the future, for example

- would like to offer you our services and send you a personalised offer tailored to your company, or
- want to know your opinion and at the same time exchange experiences, or
- to exchange information with you for other reasons.

This is always related to the content of our contact.

This means that we will not send you any advertising. The data processing takes place on the basis of a mutual legitimate interest (*Article 6 (1) lit. f GDPR*).

It may also have been agreed in a personal conversation that we may contact you on a specific topic after our conversation, send you documents or call you. Through this agreement, you have consented to data processing for this purpose (*Article 6 (1) lit. a GDPR*).

If concrete contractual discussions take place afterwards, possibly even the conclusion of a contract, your contact data will be processed for this purpose. (*The legal basis will then be Article 6 (1) lit. b GDPR*).

Your contact information will be deleted when the purpose for which it was collected no longer exists and there are no legal retention periods that prohibit deletion. In the event of a contract being concluded, some of your contact details may appear on invoices sent to you. In this case, there is a legal retention period of 10 years.

5. Disclosure to third parties

We do not share your information with third parties. However, there are a few exceptions:

- you wish to be contacted by us to receive more detailed and specific information about our service. For this purpose, our sales representatives or dealers will contact you (*Article 6 (1) lit. f GDPR, possibly also Article 6 (1) lit. a GDPR*).
- you have asked us to share the data (*Article 6 (1) lit. a GDPR, possibly also Article 6 (1) lit. b GDPR*), e.g. you have asked us to contact a third party or a subcontractor,
- you have asked us to do something for which it is necessary to disclose the data (*Article 6 (1) lit. a GDPR, possibly also Article 6 (1) lit. b GDPR*),
- it is necessary to disclose the data for legitimate interest. (*Article 6 (1) lit. f GDPR*). For example, you offer a service and another business contact of ours has a need for your service. In this case, we have a legitimate interest in providing a service to our other business contact and you benefit from it
- and there is the exception that we have to transfer the data by law. (*Article 6 (1) lit. c GDPR*).

A transfer of your personal data to a third country or an international organisation does not generally take place and is not planned, unless your company itself has a registered office abroad, in which case you will be contacted by the relevant sales representatives in your area.

6. Profiling

Automated decision making such as profiling does not take place.

7. Your rights as a data subject

Under the EU General Data Protection Regulation, you have the following rights:

- If your personal data is processed, you have the right to obtain information about the personal data stored about you (*Art. 15 GDPR*).
- If inaccurate personal data is processed, you have the right to rectification (*Art. 16 GDPR*).
- If the legal requirements are met, you can request the erasure or restriction of the processing and object to the processing (*Art. 17, 18 and 21 GDPR*).
- Please note that the use of the application will then be restricted/impossible:
- If you do not provide the requested data,
 - o your application cannot be processed,
 - o the contract with you cannot be concluded,
 - o we will not be able to contact you.
- If you have consented to the data processing or there is a contract for data processing and the data processing is carried out using automated procedures, you may have a right to data portability (*Article 20 GDPR*).
- If you make use of the above rights, we will check whether the legal requirements are met. (*Explanation: If technical legal provisions exclude the rights of the data subject, the wording must be adapted accordingly. Example: no right of rectification under Art. 16 GDPR for processing for archiving purposes*).

To exercise your rights, please contact us or the Company's Data Protection Officer.

If you have a data protection complaint, you can contact the relevant supervisory authority:

Landesbeauftragte für Datenschutz und Informationsfreiheit

Nordrhein-Westfalen

P.O. Box 20 04 44

40102 Düsseldorf Germany

Phone: +49 211/38424-0

Fax: +49 211/38424-999

Mail: poststelle@ldi.nrw.de

8. Changes

Legal, economic and technical developments may make it necessary to amend this privacy policy. We will make the updated version available to you on our website as soon as possible.