

## Data protection information for our business partners

Compliance with data protection regulations is very important to us. Below we would like to inform you as a business partner or as the contact person of a corresponding business partner responsible for us about the collection and processing of your personal data.

### **Responsible person**

The person responsible for data processing is:

#### **Kayser Filtertech GmbH**

Baustraße 38  
37574 Einbeck  
Germany

Tel.: +49 5561 70 14 100

Mail: [info@kayser-filtertech.com](mailto:info@kayser-filtertech.com)

### **Type of data**

As part of our business relationship, you must provide the personal data that is necessary for the establishment, implementation and termination of a business relationship and for the fulfillment of the associated obligations, which we are legally obliged to collect or are entitled to collect based on legitimate interests. Without this data, we will generally not be able to enter into a business relationship with you.

If you as a business partner or your company enter into a business relationship with us, we generally process the following personal data:

- Salutation, first name, last name,
- a valid email address,
- Address of the business partner,
- Business telephone number (landline / mobile)
- the necessary offer and contract information (including subject matter of the business relationship, type of service, price information, execution modalities, time of execution, information on due date),
- Information relating to the implementation of the business relationship (correspondence data, any warranty issues, duration of the business relationship),
- If applicable, tax number, HRB number and business bank details

### **Purpose and legal basis of data processing**

*To fulfill contractual obligations (Art. 6 Para. 1 S. 1 b) GDPR)*

The processing of your personal data may be necessary, on the one hand, to carry out pre-contractual measures that precede a contractually regulated business relationship or, on the other hand, to fulfill the obligations arising from a contract concluded with you. This can include, for example, the processing of purchase orders, deliveries or payments or the creation and response to requests for offers from individuals to determine the justification or conditions of a contractual relationship.

*To fulfill a legal obligation (Art. 6 Para. 1 Sentence 1 c) GDPR)*

The purposes of data processing arise from legal requirements in individual cases. These legal obligations include, for example, the fulfillment of retention and identification obligations, e.g. within the framework of requirements to prevent money laundering, tax control and reporting obligations, commercial and foreign trade law or sanctions law regulations and data processing in the context of inquiries from authorities.

*To fulfill legitimate interests (Art. 6 Para. 1 S. 1 f) GDPR)*

It may also be necessary for your personal data to be processed to protect legitimate interests. The legitimate interests include, in particular, the conclusion or implementation of contracts and other business relationships with our business partners for whom you may work as a representative or employee. Furthermore, legitimate interests include internal administrative purposes (e.g. for accounting or process and workflow optimization) or the selection of suitable business partners, ensuring the IT infrastructure of our company as well as carrying out compliance investigations, asserting legal claims, defending against liability claims Ensuring building and facility security or preventing criminal offenses and regulating damages resulting from the business relationship.

When concluding a contract, we occasionally collect data about your creditworthiness via credit agencies in order to fulfill the legitimate interests mentioned above. We use the credit rating data from the credit agencies to check your creditworthiness. The credit agencies store data that they receive from banks or companies, for example. This data includes, in particular, last name, first name, date of birth, address and information on payment behavior. You can obtain information about the data you have stored directly from the credit agencies.

If you take part in concluding a contract offered by us using a digital signature (e.g. Adobe Sign), we process your data, in particular your email address, IP address and the times at which you process the respective contract document, e.g. B. released, displayed or digitally signed, each with time and date. Our legitimate interest lies in the efficient and quick digital processing of the contract signing as well as the corresponding recording of the signature process for verification purposes. It is also possible to sign certain contracts with a so-called qualified electronic signature. In this case, in addition to the data mentioned, we also process the certificate data for your signature. Our legitimate interest is to check whether you have a valid, qualified electronic signature, which can replace a possible legal requirement for written form. The prerequisite for using a qualified electronic signature is registration with a trust service provider (e.g. D-Trust / Bundesdruckerei), which you must do yourself. However, the respective provider processes the data you provide during registration under its own responsibility and not on our behalf.

Based on consent (Article 6 Paragraph 1 Sentence 1 Letter a) GDPR)

In addition, the processing of your personal data may be based on voluntary consent within the meaning of Article 6 Paragraph 1 Sentence 1 a) GDPR.

**Obligation to provide your personal data**

As part of our business relationship, you must provide the personal data that is necessary for the establishment, implementation and termination of a business relationship and for the fulfillment of the associated obligations, which we are legally obliged to collect or are entitled to collect based on legitimate interests. Without this data, we will generally not be able to enter into a business relationship with you.

### **Storage period/criteria for determining the storage period**

The personal data will be stored for as long as is necessary to fulfill the above-mentioned purposes or as long as there are legal or contractual retention obligations (relevant here are in particular the statutory retention obligations from the Commercial Code (HGB) and the Tax Code (AO), which require retention until up to twelve years) or you have consented to storage beyond that in accordance with Art. 6 Para. 1 Sentence 1 a) GDPR.

### **Recipients/categories of recipients of your data**

As part of the contractual relationships, to fulfill legal obligations and to protect legitimate interests, contract processors, authorities or service providers also have access to your personal data.

Compliance with data protection regulations is contractually ensured. The data can also be transmitted to companies within the Kayser Group in order to fulfill contractual obligations or based on legitimate interests.

In the case of contracts concluded using a digital signature, your data is also accessible to all people involved in releasing and signing the contract, as they receive a protocol after the contract has been signed, listing all processing steps, including email address, IP address, date and time are visible. Furthermore, your data may be accessible to the respective service providers that we use for the corresponding digital signature process. For Adobe Sign, this is Adobe Systems Software Ireland Limited, 4-6 Riverwalk, City West, Business Campus, Saggart D24, Dublin, Ireland. If a qualified electronic signature is used when concluding digital contracts, your data will also be accessible to D-Trust GmbH, Kommandantenstraße 18, 10969 Berlin, as they will check the validity of the signature.

If we transfer personal data to recipients outside the European Economic Area (EEA), the transfer will only take place if the third country has been confirmed by the EU Commission as having an adequate level of data protection and an appropriate level of data protection has been agreed with the data recipient (for example by means of EU standard contractual clauses ) or you have given us your consent to do so.

### **Your privacy rights**

You have the right to receive information about the personal data stored about you free of charge upon request (Art. 15 Para. 1 GDPR). In addition, if the legal requirements are met, you have the right to correction (Art. 16 GDPR), deletion (Art. 17 GDPR) and restriction of processing (Art. 18 GDPR) of your personal data as well as data portability (Art. 20 GDPR).

You have the right to revoke your consent at any time with future effect if the data is processed on the basis of Article 6 Paragraph 1 Sentence 1 Letter a GDPR. Please send your revocation to: [dataprotection@kayser-filtertech.com](mailto:dataprotection@kayser-filtertech.com).

You have the right to object to data processing in accordance with Art. 21 GDPR if the data is processed on the basis of Art. 6 Paragraph 1 Sentence 1 Letter f GDPR. Please address your objection to: [dataprotection@kayser-filtertech.com](mailto:dataprotection@kayser-filtertech.com).

According to Art. 77 GDPR, you have the right to lodge a complaint with a data protection supervisory authority:

**The state representative for data protection in Lower Saxony**

Prinzenstraße 5  
30159 Hannover  
Germany  
Tel.: +49 511 120 4500  
Fax: +49 511 120 4599  
Mail: [poststelle@lfd.niedersachsen.de](mailto:poststelle@lfd.niedersachsen.de)

**Contact details of the data protection officer**

You can reach our data protection officer (datenschutz nord GmbH) via [office@datenschutz-nord.de](mailto:office@datenschutz-nord.de). When making inquiries to our data protection officer, please indicate the person responsible mentioned above.