

# Information to the processing of data

in accordance with Article 13 and 14 GDPR

## – Processing of supplier data and data of other business partners (B2B) –

We hereby inform you about the processing of your personal data (personal data are all data referring to you as a natural person):

### **Data processing**

As a contractual partner of your company, we – surfactor Germany GmbH, Graf-Beust-Allee 17; 45141 Essen, Germany – process the personal data of your employees, with whom we are in contact due to the business relationship between your company and us, based on our legitimate interests with regards to an optimal customer service, the preparation of offers, and the fulfilment of the contracts on the basis of Art. 6 para. 1 sent. 1 lit f GDPR. We process personal data of natural persons (e.g. a sole trader or other individuals such as self-employed persons) to carry out pre-contractual measures and fulfil our contracts on the legal basis of Art. 6 para. 1 lit. b GDPR.

Moreover, we process personal data for bookkeeping and cost accounting on the basis of Art. 6 para. 1 sent. 1 lit. b GDPR and for the fulfilment of legal obligations (e.g. commercial and tax law) on the legal basis of Art. 6 para. 1 sent. 1 lit. c GDPR.

Because of external requirements (e.g. within the scope of tax law and customs law) it can happen that personal data regarding your person is compared to lists which were published by federal authorities.

The data provided by you are necessary for the execution of the contractual relationship. Without this data we cannot fulfil the contract concluded with your company.

### **Transfer / Service provider**

Your personal data is partly being transferred to external service providers (e.g. tax accountant, legal support). To some extent, external service providers can access your data (within the scope of order data processing in accordance with Art. 28 GDPR). In these cases, the service providers are bound by instructions. This is ensured by corresponding contracts. Some of these service providers are located outside the EU/EEA. Those service providers guarantee an adequate level of data protection by concluding EU standard contractual clauses / binding corporate rules / the privacy shield. These arrangements can be accessed here / You have the possibility to receive a copy of these arrangements anytime here:

### **Retention and erasure of data**

Your data is retained as long as it is needed for the above described purposes. The data will be deleted at the latest after the termination of the contractual relationship and after expiry of the legally required retention period of tax law, commercial law and civil law.

## **Your rights**

We hereby inform you that in accordance with Article 15 et seq. GDPR, and under the conditions defined there, you have the right to be informed about your personal data, to rectification or deletion or to restriction of processing or of objection to the processing, as well as the right to data portability. Furthermore, according to Article 77 of the GDPR, you have the right to make a complaint with a data protection supervisory authority if you believe that the processing of your personal data is in breach of this regulation. If the processing is based on Article 6 para. 1 lit. a GDPR or Article 9 para. 2 lit. a GDPR, you also have the right to revoke the consent at any time without affecting the legality of the processing carried out based on the consent until the revocation.

## **Data protection officer**

For the surfactor Germany GmbH responsible data protection officer is Dr. Jörn Voßbein, contactable

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