

## NOTES ON DATA PROCESSING EU General Data Protection Regulation

In the following, we inform you about the collection, processing, and storage of personal data by us and your rights with regard to data protection. Which data we collect, process, and store depends largely on the type and scope of the business relationship. Please also pass on this information on data protection to possible, current, and future contacts or contact persons who could be affected by the collection of personal data within the scope of the business relationship or intended business relationship.

### Name and contact details of the person responsible for the processing

This privacy notice applies to the processing of data by:

Polfood GmbH  
Ludwig-Prandtl-Straße 31  
12526 Berlin

Telephone: +49 (0)30 / 86 322 15 00  
Telefax: +49 (0)30 / 86 322 15 99  
E-Mail: [datenschutz@polfood.de](mailto:datenschutz@polfood.de)

Managing director: Wioletta Wenklar.

### Type and purpose of the collection, processing and storage of personal data and their use

We process personal data that we receive from you within the scope of our business relationship or for the initiation of a business relationship. In addition, if necessary, we process personal data which we have obtained from third parties (e.g., SCHUFA, Bürgel, etc.), as well as from publicly accessible sources (e.g., commercial register, media, Internet, etc.) and which we are permitted to process. The processing is carried out in each case in accordance with the provisions of the European Data Protection Regulation (GDPR) and the Federal Data Protection Act (BDSG). The collection, processing and storage of the personal data is carried out only for the purposes expressly stated here.

If we have obtained consent for the collection, processing, and storage of personal data for certain purposes mentioned above, the collection, processing, and storage is lawful on the basis of the consent. Consent can be revoked at any time. However, a revocation does not affect the lawfulness of the data processed until then.

When you enter into a business relationship with us, we usually collect the following information:

- Company
- Salutation, first name, surname of the managing director(s)
- Salutation, first name, surname of the contact person
- E-mail address
- Address
- Telephone number, fax number
- Further information required for the processing and fulfilment of orders within the scope of the business relationship (e.g., account details for invoicing).

The collection of this data takes place:

- in order to be able to identify you as our customer or a future customer;
- in order to be able to provide the contractual services agreed with you
- in order to provide services agreed with you or to offer you services (offers) requested;
- for correspondence with you;
- for invoicing purposes;
- for the processing of any liability claims and the assertion of any claims and the assertion of any claims against you.

The data processing is carried out in response to your request and is necessary in accordance with Art. 6(1)(b) GDPR for the aforementioned purposes, for the mutual fulfilment of obligations arising from the business relationship, or for the initiation of a business relationship.

The personal data we collect is processed and stored for as long as is necessary for the fulfilment of our contractual and legal obligations. It should be noted that a business relationship can also last for several years.

Data that is no longer required for the fulfilment of contractual or legal obligations is regularly deleted unless we are obliged to store it for a longer period of time according to Art. 6(1)(c) GDPR, due to tax and commercial law retention and documentation obligations (from HGB, StGB, or AO), or because the longer storage serves the preservation of evidence within the scope of the statute of limitations regulations within the framework of the statute of limitations of §§ 195 ff. BGB (German Civil Code), or because you have consented to further storage in accordance with Art. 6(1)(a) GDPR.

### Transfer of data to third parties

Your personal data will not be transferred to third parties for purposes other than those listed below.

Insofar as this is necessary for the fulfilment of our contractual performance obligations arising from the business relationship in accordance with Art. 6(1)(b) GDPR, your personal data will be passed on to third parties. This includes in particular the transfer to forwarding agents and their representatives/subcontractors for the delivery of goods. The data passed on may be used by the third party exclusively for the purposes stated. Furthermore, parts of your personal data, in particular those resulting from invoices issued and their payment, are transferred to our tax accounting firm within the scope of accounting. This has been carefully selected by us and is regularly checked and is bound by our instructions.

Data is not transferred to third countries (countries outside the EU or the EEA).

### Data protection rights of the data subject

As a data subject, you have the following data protection rights:

- In accordance with Art. 7(3) GDPR, you can revoke your consent to the collection, processing, and storage of your personal data at any time. We may no longer continue



the data processing based on this consent in the future, but the data processing carried out until the revocation does not lose its validity;

- Pursuant to Art. 15 GDPR, you may request information about your personal data processed by us. In addition, you may request information about the purposes of processing, the category of personal data, the categories of recipients to whom your data have been or will be disclosed, the planned storage period, the existence of a right to rectification, erasure, restriction of processing, or objection, the existence of a right of complaint, and the origin of your data if it has not been collected by us, as well as the existence of automated decision-making, including profiling, and, if applicable, of any other data protection measures. You may also request information about the existence of automated decision-making, including profiling, and, if applicable, information about the details of such decision-making;
- Pursuant to Art. 16(1) GDPR, you may demand that we correct incorrect personal data without delay. Furthermore, you may also request the deletion of your personal data stored by us in accordance with Art. 16(2) GDPR;
- Pursuant to Art. 17 GDPR, you may request that we delete your personal data stored by us insofar as these data are no longer necessary for the purposes processed, the consent on which the processing is based pursuant to Art. 6(1)(a) GDPR or Art. 9(2)(a) GDPR has been revoked and there is no other legal basis for the processing, the processing has been objected to pursuant to Art. 21(1) and (2) and there are no overriding legitimate grounds for the processing, the personal data have been processed unlawfully, erasure is necessary for compliance with a legal obligation under Union law or Member State law, and not processing is necessary for the exercise of the right to freedom of expression and information, for compliance with a legal obligation, for reasons of public interest, or for the establishment, exercise or defence of legal claims;
- Pursuant to Art. 18 GDPR, you may request that we restrict the processing of your personal data insofar as you dispute the accuracy of the personal data, the processing is unlawful, and you object to the erasure of the data and request the restriction of the use of the personal data, and we no longer need the data for the purposes of collection and processing but you require it for the assertion, exercise or defence of legal claims, or you have objected to the processing pursuant to Art. 21 GDPR;

- Pursuant to Art. 20 GDPR, you may request from us your personal data that you have provided to us in a structured, standard, and machine-readable format. You may also request that we transfer it to another controller without hindrance, provided that the processing is based on a consent pursuant to Art. 6(1)(a) GDPR, Art. 9(2)(a) GDPR, or Art. 9(2)(a) GDPR, or a contract pursuant to Art. 6(1)(b) GDPR, and is carried out with the aid of automated procedures;
- You can complain to a supervisory authority in accordance with Art. 77 GDPR. As a rule, you can contact the supervisory authority of your usual place of residence or workplace or our registered office.

### Right of objection

#### 1. Individual right of protection

If your personal data is processed on the basis of legitimate interests pursuant to Art. 6(1)(e) and (f) GDPR, you have the right to object to the processing of your personal data in accordance with Art. 21 GDPR, insofar as there are reasons for this which arise from your particular situation. In the event of your objection, we will cease processing your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves the purpose of asserting, exercising or defending legal claims.

#### 2. Right to object to data processing for advertising purposes

In individual cases, we also process your personal data for direct advertising. You have the right to object the processing and we will stop processing your data for direct marketing purposes.

The exercise of the right of objection is possible without any formalities. To do so, either send an e-mail to:

[datenschutz@polfood.de](mailto:datenschutz@polfood.de)

or please contact us using our contact details above.

Status of the data protection notice: May 2018

