

## **Information obligations pursuant to the GDPR**

Data protection and protecting your personal data are of the highest priority for us. Here we explain how your personal data is processed on our website and within our company. Personal data is processed in compliance with the new German Data Protection Act, effective from 25 May 2018 (Bundesdatenschutzgesetzes - BDSG-neu) and the EU General Data Protection Regulation (GDPR), which also came into force on 25 May 2018.

### **Name and address of the controller**

Meyer & Meyer Holding SE & Co. KG, Hettlicher Masch 15/17, 49084 Osnabrück, Germany  
represented by the executive board: Maximilian Meyer, Theresa Meyer  
Phone: +49 541 9585-01, Email: [info\(at\)meyermeyer.com](mailto:info(at)meyermeyer.com)

### **Contact information for the data protection officer**

Data Protection Officer of Meyer & Meyer Holding SE & Co. KG, Hettlicher Masch 15/17,  
49084 Osnabrück, Germany, E-mail: [privacy@meyermeyer.com](mailto:privacy@meyermeyer.com)

### **Processing of personal data within our company**

We process personal data that we receive from you as the result of information requests, enquiries, initial business contacts, contractual negotiations, online orders or our business relationship. Where required for the performance of a contract, and with appropriate permission, we also process personal data that we receive from other companies or third parties (e.g. in order to fulfil orders, for the performance of contracts or as a result of consent given by you). Relevant personal data includes information such as your name, address and other contact information. Furthermore, it may include order information, data from the fulfilment of contractual obligations, marketing and sales data, document data and other information similar to these types.

### **Purposes and lawful basis of the data processing**

The purposes of the data processing are, first and foremost, the service commissioned or requested by you.

- The processing is necessary for the performance of a contract or in order to take steps prior to entering into a contract (Art. 6, Subparagraph 1 (b) of the GDPR):
  - The processing of personal data is for the purpose of performing and brokering business transactions, in particular to initiate and/or conclude contracts with you and fulfil your orders. In addition, for the purpose of fulfilling requests or orders resulting from use of the online shop.
- The processing is necessary for the purposes of our legitimate interests (Art. 6, Subparagraph 1 (f) of the GDPR). Where required, we will process your data beyond the performance of a contract in order to protect the legitimate interests of ourselves or third parties:
  - Data exchange with credit agencies (SCHUFA, Creditreform) for determining credit risk/default risk
  - Advertising or market research/opinion polling, provided you have not objected to the use of your data
  - Handling enquiries and information requests
  - Exercising legal rights and defence in legal disputes
  - Safeguarding IT security
  - Preventing and solving crimes
  - Business management and measures to develop services and products
- You have given your consent for us to process your personal data for one or more purposes (Art. 6, Subparagraph 1 (a) of the GDPR).

- Where you have given your consent to us processing your data for specific purposes (e.g. advertising, newsletter distribution, publication of photos/personal data), the lawfulness of this processing is based on your consent.
  - You may withdraw your consent at any time. The right to withdraw your consent also applies to consent given to us before the GDPR came into force on 25 May 2018.
  - The withdrawal applies with effect for the future. Data processing which took place before the withdrawal of consent is not affected. Die Verarbeitung ist zur Erfüllung einer rechtlichen Verpflichtung erforderlich, der wir unterliegen (Art. 6 Abs. 1 Buchst. C DSGVO).
- You have given your consent for us to process your personal data for one or more purposes (Art. 6, Subparagraph 1 (a) of the GDPR).
  - Where you have given your consent to us processing your data for specific purposes (e.g. advertising, newsletter distribution, publication of photos/personal data), the lawfulness of this processing is based on your consent.
  - You may withdraw your consent at any time. The right to withdraw your consent also applies to consent given to us before the GDPR came into force on 25 May 2018.
  - The withdrawal applies with effect for the future. Data processing which took place before the withdrawal of consent is not affected.
- The processing is necessary for compliance with a legal obligation that we are subject to (Art. 6, Subparagraph 1 (c) of the GDPR).
  - As a business entity, we are subject to various legal obligations to monitor and report in relation to tax and social security law. We may also be subject to other requirements resulting from the German Disabilities Act, employers' liability insurance associations, fraud and money laundering prevention, EU counter-terrorism policy, etc.

#### **Recipients or categories of recipients of the data (where the data is shared or transferred)**

- Within the company, your data is shared with those departments which require it for the performance of our contractual and legal obligations. Processors engaged by us (Art. 28 of the GDPR) may also receive your data for these purposes. These are companies in the following categories: credit and banking services, IT services, printing services, telecommunications, consulting, and marketing and sales.
- Outside of the company, your data may be shared with companies which require it for the performance of our contractual obligations. Under these circumstances, recipients of personal data may include:
  - Tax advisors, auditors, consultants
  - Lawyers (legal disputes, debt collection, etc.)
  - Technicians/engineers (for maintenance and repairs)
  - Transport and logistics companies
  - Debt collection companies
  - Banks and building societies
  - Credit agencies (SCHUFA, Creditreform)

#### **Period for which the data will be stored or criteria for determining that period**

Where required, we will process and store your personal data for the duration of our business relationship, which also includes contract initiation and fulfilment. Furthermore, we are subject to various data storage and documentation obligations which mainly arise from the German Commercial Code (Handelsgesetzbuch - HGB) and the German tax code. The periods defined in these for storage/documentation are six to 10 years.

Lastly, the period for which the data is stored is also based on statutes of limitations, which generally amount to three years in accordance with Section 195 onwards of the German Civil Code (Bürgerlichen Gesetzbuches - BGB). Where necessary to retain proof, for example, within the context of legal procedures, the statute of limitation in the BGB can be as much as 30 years if decided in court.

Upon conclusion of the contractual relationship, the data shall be erased following the legally defined storage period.

Where the purpose for storing the data no longer applies, the personal data in question will be locked or erased, provided we are not under any legal obligation to retain the data.

## **Information regarding the rights of data subjects**

Every data subject has the following data protection rights under the GDPR:

- Right of access pursuant to Art. 15 of the GDPR
- Right to rectification pursuant to Art. 16 of the GDPR
- Right to erasure pursuant to Art. 17 of the GDPR
- Right to restriction of processing pursuant to Art. 18 of the GDPR
- Right to data portability pursuant to Art. 20 of the GDPR
- Right to object pursuant to Art. 21 of the GDPR

To exercise your aforementioned rights, or to withdraw your consent to use your data, please contact us using the information above.

You have the right to lodge a complaint with a supervisory authority. You may exercise this right with a supervisory authority in the member state where you reside, where you work, or in the location where the suspected breach occurred.

We would ask that you contact our data protection officer to solve the issue before lodging a complaint with the relevant supervisory authority.

## **Planned data transfer to third countries**

At present, data is not transmitted to third countries, and this is not planned for the future.

## **Voluntary and mandatory provision of personal data**

As part of our business relationship, all personal data necessary for the initiation and execution of the relationship and the performance of all associated contractual obligations is required, as is all data we are obliged to collect under law. Without this data, we are unable to conclude or perform a contract.

## **Automated decision-making, including profiling**

In principle, we do not use exclusively automated decision-making to establish or carry out business relationships, in the context of Art. 22 of the GDPR.