

## **Supplement according to Art. 13/14 GDPR**

We process personal data which we receive from you within the scope of our business relationship. In addition, we process - as far as necessary for the provision of the service / fulfilment of the contract with you - personal data which we have received from other companies or from other third parties permissibly (e.g. for the execution of orders, for the fulfilment of contracts or on the basis of consents given by you). We also process personal data that we have obtained and are permitted to process from accessible sources (e.g. [commercial register, press or media]).

## **We process data for the following purposes:**

- offer processing
- archiving e-mail communication
- order processing (core business)
- delivery of products
- external image
- posting transactions of receivables from customers
- posting of transactions for payables to vendors
- data protection control / data backup
- documentation and storage of company documents
- purchase of goods and disposition (core business)
- information provision
- customer communication
- recruitment
- revision-proof archiving
- payment procedures

## We process the following categories of personal data:

<b>Data category</b>	<b>Data included</b>
<ul style="list-style-type: none"><li>• rejection note (application)</li></ul>	name, address, e-mail, reason for rejection
<ul style="list-style-type: none"><li>• order and order documents Customer &amp; contractor</li></ul>	name, address, company name, managing director, contact person, telephone number, mobile phone number, date, order content
<ul style="list-style-type: none"><li>• export licence authorization</li></ul>	name, address, company name, managing director, telephone, mobile phone, delivery destination, content of delivery, recipient, licensing authority: address, contact
<ul style="list-style-type: none"><li>• bank details</li></ul>	account holder, account data (bank, IBAN, BIC)
<ul style="list-style-type: none"><li>• application documents</li></ul>	name, address, date of birth, educational background, career, marital status, application photo, references
<ul style="list-style-type: none"><li>• e-mail</li></ul>	sender / recipient: first names, surnames, addresses, telephone numbers, company name, managing director, entry in commercial register, place of jurisdiction, IP addresses, transmission times and routes
<ul style="list-style-type: none"><li>• fax/telex (if accounting documents)</li></ul>	sender, recipient, transmission times, booking information
<ul style="list-style-type: none"><li>• waybills</li></ul>	carrier, freight, consignor, consignee

- contact data  
name, addresses, telephone, e-mail, fax, mobile phone, bank details, birth data
- delivery notes  
customer name, customer address, contact person, date, contents of delivery
- reminders  
customer data (surname, first name, address, date of birth, account number, bank code, bank, open payments)
- protocol data (firewall)  
IP address, host name, time, received / sent packets
- protocol data (Internet)  
IP address, host name, referrer, user agent
- log data (complaint)  
operation, date, status
- protocol data (website)  
IP address, hostname, referer, user agent
- invoices customer  
name, customer address, invoice number, invoice date, invoice amount
- telephone data  
owner of connection, connection number, dialled number, duration of connection
- proof of telephone costs (no basis for booking)  
owner of line, call numbers, call duration

- scheduler customer appointment customer name, capacity utilization, availability, capacity utilization, availability, machines, date
- shipment and freight documents shipper & recipient (name, address, company name), date, carrier
- contracts (if accounting document-10 years storage period) contractual parties (name, address, company name, managing director, place of jurisdiction), date, account data (bank, bank code, account number)
- payment instructions customer name, customer account information

**The recipients or categories of recipients to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations:**

- lawyer
- principal
- contingency insurance
- banking institutions
- authorities
- service provider / consultant
- specialist departments
- tax office
- dispatch service manager / forwarding agent

- credit card provider
- tax consultant and chartered accountant
- provider / Internet
- provider / telecommunication provider

**The planned duration for which the personal data will be stored or, if this is not possible, the criteria for determining this duration:**

<b>Data category</b>	<b>Standard deletion period</b>
• notice of rejection (application)	6 months after negative decision legal protection AGG)
• order and order documents	6 years
• export license	6 years
• export documents	6 years
• bank vouchers	10 years
• bank details	10 years
• posting log (EDP)	10 years
• e-mails	6 years
• fax/ telex (if booking documents)	10 years
• consignment notes	6 years
• customer data	2 years / directly after revocation
• customer data	5 years after end of customer status
• dunning notices and reminders	6 years
• protocol data (firewall)	24 hours
• protocol data (Internet)	24 hours a day
• protocol data (website) IP addresses	30 days
• invoices	10 years
• travel expenses	10 years
• telephone data	1 week
• proof of telephone costs	6 years

- scheduler 6 years
- shipping and freight documents 6 years
- contracts 6 years  
(if accounting document) 10 years
- payment orders 10 years

### **The origin of the data:**

- website
- Information provided by the customer, supplier, applicant
- Personal contact at regional events and training courses
- Accessible sources e.g. commercial register, press or media

### **You have the right to be informed at any time:**

- the correction or deletion of personal data concerning you, if they are inadmissible or incorrect,
- to limit the processing by us if you doubt the accuracy of the data or if the data may not be deleted,
- opposition to such processing; and
- Information about the recipients of your data.

Where personal data is transferred to a third country or to an international organisation, you have the right to information about the data protection guarantees in connection with the transfer.

**In such cases, please contact the following address:**

**You have the right to complain to our data protection officer:**

**Name:** MMSystem Service

Mr Marc Mätzig

**Postal address:** Neukuchhausen 42; 42349 Wuppertal, Germany

**E-mail:** [dsb@edsbonline.eu](mailto:dsb@edsbonline.eu)

**and/or the following supervisory authority:**

Landesbeauftragte für Datenschutz und Informationsfreiheit

Nordrhein-Westfalen

Postfach 20 04 44

40102 Düsseldorf

<https://www.ldi.nrw.de>

phone: (+49) 211/38424-0

fax: (+49) 211/38424-10

or to a judicial remedy if you consider that you have been informed incompletely or incorrectly.