

Data protection information for business partners, interested parties and contact persons (f/m)

In the following notes we inform our business partners and interested parties in accordance with the General Data Protection Regulation in connection with the German Federal Data Protection Act (BDSG), applicable since 25 May 2018, on the processing of personal data by us and affiliated companies as well as on the rights of data subjects. The legal basis for the provision of information emanates from Articles 13 or 14 of the General Data Protection Regulation.

If so required, this data protection information will be updated and published in an appropriate manner and in a form that is accessible to the data subject. This can be done by letter, e-mail or on the Internet.

1. Who is responsible for the processing of data?

The following party is responsible for the processing of data:
RUTHMANN GmbH & Co. KG (hereinafter also referred to as party)
Ruthmannstraße 4, 48712 Gescher-Hochmoor
Telephone: +49 2863 204-0, Mail: info@ruthmann.de, Internet:
http://www.ruthmann.de

2. How can the data protection officer be reached?

The party in charge has appointed a Data Protection Officer, who can be contacted at the following e-mail address:
datenschutz@ruthmann.de
Please send postal addresses to the address mentioned in 1. with the addition "Data protection - personal/confidential".

3. What personal data is processed?

The following data from business partners, interested parties and contacts is processed:

- Name
- Communication data (e.g.: mail, telephone, address)
- Position/area of activity of the contact person
- Machine location
- Payment Data

4. Where does the data come from (data source)?

Generally we collect data directly from the data subject, e.g.:

- Collection of contact data for the preparation of an offer or other purposes associated with an order / project
- Collection of contact data for the purposes of enquiries with suppliers, customers and interested parties
- Collection of information (e. g. position data) for processing service requests (e. g. maintenance)

We may have taken data that we do not collect directly from the data subject from the following sources, for example:

- Provision of contact data via partner companies upon whose commission the party in charge is acting
- Retrieval of GPS data from the vehicle in order to process service/maintenance requests, carry out customer consultations or clarify warranty issues. This requires the installation of a positioning system

5. For what purpose is the data processed and what are the legal foundations for such?

Personal data may be processed if there are legal foundations for processing. Data of contacts of business partners / interested parties is processed for the following purposes on the basis of the following legal foundations:

- 5.1. Fulfilment of statutory obligations
Personal data is processed for the purpose of executing the contractual agreement, e.g. the rendering of services after commissioning. This also includes pre-contractual measures such as, for example, preparation of the offer.
- 5.2. Fulfilment of legal obligations
A large number of statutory arrangements are to be adhered to in the rendering of services or initiation of contract. These include:
 - Retention obligations of the responsible party in accordance with the German Commercial Code (HGB) and German Tax Code (AO)
 - Possible liability and guarantee claims
- 5.3. Legitimate interest on the part of the responsible party
Processing may be necessary to protect a legitimate interest on the part of the responsible party if the interests or basic rights/freedoms of the data subject requiring the protection of personal data are not of overriding importance.
Legitimate interests may include: fulfilment / initiation of an agreement with your employer or a contractual partner of your employer upon the commission of whom we are acting; review of the creditworthiness of a (potential) contractual partner; claims management and collection; defence against claims; direct advertising; public relations work.
- 5.4. Consent
If consent has been provided for the processing of personal data, such consent shall serve as the legal basis for the processing referenced in the consent. Consent may be revoked at

any time with effect for the future. Any revocation shall apply solely to future processing.

6. Has personal data been disclosed, and if so, to whom?

Within the framework of contract initiation and service provision, data may be passed on to third parties domiciled within the European Union (EU) if this is necessary for the fulfilment of the order. The processing there takes place on our behalf and according to our instructions. A data transfer to locations in states outside the EU or the European Economic Area (EEA) - so-called third countries - takes place when it is necessary for the execution of an order/contract, when it is required by law (e. g. tax reporting obligations), when it is within the scope of a legitimate interest or when consent has been given. The processing of personal data in a third country may also take place in connection with the involvement of service providers in the context of order processing. If the EU Commission has not decided on an appropriate level of data protection for the country in question, appropriate contracts will be concluded in accordance with EU data protection regulations to ensure that the rights and freedoms of business partners and interests are adequately protected and guaranteed.

Personal data may also be passed on in connection with credit checks or the conclusion of commercial credit insurance. This is a legitimate interest of our company.

7. How long is personal data stored?

The party must comply with legal requirements when initiating and executing contracts. The legal retention period for accounting and tax-relevant documents is usually 10 years. There is a 6-year storage obligation for commercial letters, regardless of whether they are in paper form or digital (e-mail). Irrespective of the retention periods, it is ensured at all times that only authorized employees have access to the data. This applies to paper files and digital data in IT systems. The paper-based files are destroyed in accordance with data protection regulations and the data is deleted in IT systems within a reasonable period of time after the expiry of the statutory storage obligation.

8. What rights does the data subject have?

The execution of the contract/rendering of service or initiation of contract generally requires the prior processing of personal data. For this reason, the rights of data subjects must be guaranteed while fulfilling certain preconditions laid down in the General Data Protection Regulation: Information, Entitlement, Deletion / right to be forgotten, Restriction, Objection, Right to data transferability, Revocation of consent, Right of appeal to a supervisory authority

9. Is there an obligation to provide data?

Business partners and interested parties must provide the personal data required to establish, execute and terminate the contractual relationship or for the collection of which there is a legal obligation. Without providing the data, it is not possible to conclude a contract or carry out the tasks associated with the order / agreement.

10. Is data used in an automatic decision-making process or profiling?

In the fulfilment of the agreement / rendering of service or initiation of contract, no techniques or technologies are used that allow profiling as set out in Art. 22 of the General Data Protection Regulation.