

# **Privacy Policy | Data subject information according to Art. 13, 14 and 21 GDPR**

## **Business partner information on data protection**

In the following, we inform you as a business partner or as a contact person of a business partner about our processing of your personal data and the rights to you under GDPR.

### **I. Processing of personal data**

We process your personal data in compliance with the provisions of the European General Data Protection Regulation (GDPR), the Federal Data Protection Act (BDSG) and all other applicable laws on the processing of personal data and data protection.

#### **1. Purpose of processing**

As part of our business relationships, we process personal data of our business partners (for example, customers, suppliers, service providers, business partners and interested parties), e.g. for the purposes of contract and order initiation, acceptance and processing, in the interest of comprehensive customer or supplier support, the management of contracts, the handling of complaints, compliance with legal requirements and data security.

#### **2. Data processing to fulfill the contract or to fulfill pre-contractual measures**

We process your personal data in accordance with Art. 6 par. 1 lit. b GDPR for the purpose of fulfilling the contract in the context of the business relationship with you or to fulfill pre-contractual measures. The purpose of the data processing in these cases is primarily based on the specific product or service (for example, purchase orders) and may also include the attendant consultation, support and documentation. The required data will be deleted 6 months after termination of the business relationship with you or after fulfillment of the pre-contractual measures.

#### **3. Data processing to fulfill legal obligations**

We process your personal data in accordance with Art. 6 par. 1 lit. c GDPR to be able to fulfill our legal obligations. Legal obligations arise e.g. from statutory retention periods, i.a. to Commercial and tax law, from requirements for identity and age testing as well as e.g. from tax control and reporting obligations. With the elimination of the legal obligation as well as after expiry of any resulting claims your personal data will be deleted.

#### **4. Data processing for the protection of legitimate interests**

As part of the balance of interests, we also process your data as far as necessary to safeguard our legitimate interests on the basis of Art. 6 par. 1 lit. f GDPR e.g. to ensure the IT security and IT operations of our company, to prevent and investigate criminal offenses, to safeguard our domestic law (for example for access control) as well as for building and plant security. You have the right to object to the processing of personal data concerning you on the basis of a balance of interests. For details, see the following point "II. Your data subject rights ". If you do not exercise your right to objection, we will delete your data 6 months after the elimination of the aforementioned legitimate interests.

#### **5. Data processing of contacts at business partners**

We process the contact details of contacts of our business partners, e.g. for communication by e-mail, telephone and post as well as for personal communication in the context of the establishment and implementation of the business relationship. The legal basis for data processing is Art. 6 par. 1 lit. b and lit. f GDPR. The legitimate interest arises in these cases z. For example, from the interest to initiate, execute or expand the business relationship with our business partners and to maintain personal contact with business partners. You have the right to enter an objection against the processing of personal data concerning you on the basis of a balance of interests pursuant to Art. Art. 6 par. 1 lit. f GDPR. For details, see the following point "II. Your data subject rights ". If you do not make use of your right to objection, we will delete your data immediately after cessation of the aforementioned legitimate interests.

## **6. Data receiver**

Within our organization, those entities gain access to your information which may need to fulfill our contractual or legal obligations or process them based on our legitimate interests.

Your personal data may be transmitted by us to third parties (eg to credit institutions for payment processing, postal services for letter and goods delivery, tax consultants to fulfill tax reporting obligations, telecommunications service providers or public bodies and institutions such as tax authorities), provided you have previously consented to the transmission, we are obliged to do so due to legal regulations or there is a legal transmission authority for this. The legal basis for this data processing is Art. 6 par. 1 lit. a GDPR in case of consent, Art. 6 par. 1 lit. c GDPR in the case of a legal obligation.

In addition, we may pass on your data to instruction-bound processors within the framework of Art. 28 GDPR (eg IT service providers, inter alia, for remote maintenance and support, hosting providers, data centers, etc.).

## **7. Data transmission to third countries**

A transfer of your personal data to countries outside the EU or the EEA will only take place if this is necessary for the fulfillment of the contractual relationship with you (eg goods deliveries), which is required by law, (eg tax reporting obligations) you have given us consent or as part of order data processing. Transmission in these cases is only permitted if the European Commission has identified an adequate level of data protection for the third country concerned, or if appropriate safeguards such as standard data protection clauses adopted by the Commission or the supervisory authority are foreseen and the user has enforceable rights and effective remedies.

## **8. Data Sources and Data Categories**

We process personal data that we receive from our business partners as part of our business relationship. To the extent necessary for the provision of our contractual or legal obligations, we also process personal data that we have received from other companies or that we have legitimately gained from publicly available sources (eg commercial registers, land registers, press, media, Internet) and which we may process.

Relevant personal data can include master data (eg names, companies, addresses, company), contact data (eg e-mail, telephone numbers) and address data (eg local, rural and street charges), credentials and authentication data, tax identification number and tax code ( eg tax ID, VAT ID), order data, documentation and support data, product and / or service data, credit data, customer contact information as well as advertising and sales data.

## **9. Provision of data**

In principle, we only collect data that is required by law or contract or for the conclusion of a contract, or that is required in advance of its preparation or subsequent performance. Without this information, we will periodically be unable to conclude or execute a contract with you, to establish or maintain the business relationship with you or, for example, to process inquiries or contacts with you.

Unless required by law, contractually required or required for a contract, you are not required to provide us any personal information. There are no negative consequences associated with the non-provision of voluntary data. However, non-provisioning in individual cases, can complicate or delay communication with you.

## **II. Your data subject rights**

You have the right to information about personal data stored about you as well as to the correction of incorrect data or to deletion, provided that one of the reasons stated in Art. 17 GDPR exists, e.g. if the data is no longer needed for the purposes pursued. In addition, you have the right to restrict processing if one of the conditions specified in Art. 18 GDPR exists and, in the case of Art. 20 GDPR, the right to data portability. You also have the right, under Article 22 of the GDPR, not to be subject to a decision based solely on automated processing, including profiling, which has a legal effect on you or, in a similar manner, significantly affects you.

## **Reference to right of objection**

If data are based on Art. 6 par. 1 lit. e GDPR (data processing for the performance of official tasks or for the protection of the public interest) or Art. 6 par. 1 lit. f GDPR (data processing for the protection of legitimate interests), you have the right to object to the processing at any time for reasons arising from its particular situation. We will then no longer process the data unless there are evidently compelling legitimate grounds for processing that outweigh the interests, rights and freedoms of the data subject, or the processing is for the purpose of enforcing, pursuing or defending legal claims.

### **III. Responsible for data collection and processing**

For exercising your rights, please contact MECO Energie-Kollektoren GmbH, Von-Steinbeis-Strasse 7, 78476 Allensbach, Tel .: + 49 7533 9498330 or by e-mail at [service@mecostat.de](mailto:service@mecostat.de)

You can reach our privacy officer at the address of the responsible person or at the e-mail address [service@mecostat.de](mailto:service@mecostat.de)

### **IV. Right of appeal to a supervisory authority**

If you believe that the processing of your data violates data protection regulations, you have the right to complain to a supervisory authority (Art. 77 GDPR). In particular, the right of appeal may be invoked by a supervisory authority in the member state in which you reside or in the place of the alleged infringement. In Baden-Württemberg/Germany, the competent supervisory authority is the country commissioner for data protection and freedom of information, Königsstraße 10a, 70173 Stuttgart.