

**Data protection information for interested parties, customers and suppliers**  
according to Article 13 Data Protection Regulation (GDPR)

Data protection is an important matter for us. In the following, we inform you about how we process your data and what rights you are entitled to.

1. Who is responsible for data processing and whom can you contact?

Peter Kölln GmbH & Co. KGaA  
Westerstraße 22-24  
D-25336 Elmshorn

Telephone: +49 41 21 / 648-0  
Fax: +49 41 21 / 66 39  
e-mail: kontakt@peterkoelln.de

Data Protection Officer

Kerstin Lange  
c/o Vater Solution GmbH  
Boschstraße 5  
24118 Kiel  
datenschutz@peterkoelln.de

2. What source do we use for the data?

We process data that we receive from the business relationship with you. We receive the data directly from you, e.g. as part of a pre-contractual enquiry, conclusion of a contract or placing of an order.

3. Processing purposes and legal bases

In accordance with Article 6 (1) lit. a) GDPR, we process your personal data if you have given us your consent to do so. You can revoke your consent at any time without giving reasons with effect for the future.

Pursuant to Article 6 (1) lit. b) GDPR, we process your personal data for the purpose of fulfilling a contract to which you are a contracting party, or for carrying out pre-contractual measures that take place at your request.

You can find further details and additions to the processing purposes in our contract documents and other information provided.

Pursuant to Article 6 (1) lit. c) GDPR, we process your personal data to fulfil our legal obligations, in particular under tax and commercial law.

Pursuant to Article 6 (1) lit. f) GDPR, we are entitled to process your master data, payment data as well as performance-related data in connection with the following purposes for the fulfilment of the aforementioned legitimate interests of the responsible entity mentioned under 1, e.g. for the assertion of legal claims and defence in legal disputes.

#### 4. Categories of personal data processed by us

- Customer master data (such as first and last name)
- Contact data (e.g. e-mail address, address, telephone number)
- Billing and payment data (e.g. bank data, invoice data)
- Contract data (e.g. subject matter of contract, delivery address, method of payment)
- Correspondence (e.g. correspondence with you)
- Advertising and sales data (e.g. products of interest to you)

#### 5. Who receives your data?

On the basis of a balancing of interests to safeguard our legitimate interests, service providers and vicarious agents employed by us who support us in the processing of the contract may receive data for this purpose. These are service providers from the categories IT services, logistics and printing services.

In addition, data may be passed on to third parties for the assertion of legal claims and defence in legal disputes, as well as to relevant bodies for the prevention and clarification of criminal offences.

#### 6. Transfer of your data to a third country or to an international organisation

We do not plan a transfer of your data to a third country or to an international organisation.

#### 7. For how long do we store your data?

Your personal data will be deleted as soon as they are no longer required for the purposes stated. As far as necessary, we process your personal data for the duration of our business relationship.

In addition, we are subject to various obligations with regard to retention periods and to provide proof, which result from the legal framework conditions, among other things. The periods specified there for retention or proof result, among other things, from the German Commercial Code (*Handelsgesetzbuch*), the German Fiscal Code (*Abgabenordnung*) and the German Money Laundering Act (*Geldwäschegesetz*). These can be for up to ten years.

Finally, the retention period is also assessed according to the statutory periods of limitation, which, for example, according to §§ 195 et seq. of the German Civil Code (*BGB*), are generally three years, but can also be longer in certain cases. In cases where we store the data due to legal obligations, the processing as such is restricted after the end of the processing purpose in such a way that only the retention purpose from the aforementioned exemplary laws can still be achieved. Furthermore, there may be individual retention interests that stipulate deletion obligations. In such cases, too, the processing as such is restricted after the end of the processing purpose in such a way that only the retention purpose can still be fulfilled.

#### 8. Profiling

Does not apply.

## 9. Your data protection rights

You have the right to information pursuant to Article 15 GDPR, the right to rectification pursuant to Article 16 GDPR, the right to erasure pursuant to Article 17 GDPR, the right to restriction of processing pursuant to Article 18 GDPR and the right to data portability pursuant to Article 20 GDPR.

In accordance with Article 21 of the GDPR, you have the right to object to the processing of personal data by us. However, this right of objection shall only apply in case of very special circumstances of your personal situation, whereby rights of our company may possibly conflict with your right of objection. If you wish to assert one of these rights, please contact the responsible office mentioned under 1.

## 10. Scope of your obligations to provide us with your data

Within the scope of our business relationship, you only have to provide us with the personal data required for the establishment and implementation of the business relationship and the fulfilment of the associated contractual obligations or which we are legally obliged to collect. Without this data, we will usually have to refuse to conclude the contract or to execute the order or will no longer be able to perform an existing contract and may have to terminate it.

## 11. Your right to complain to the competent supervisory authority

You have a right of appeal to the data protection supervisory authority (Article 77 GDPR). The supervisory authority responsible for us is:

Unabhängiges Landeszentrum für Datenschutz Schleswig-Holstein  
(*Independent Centre for Data Protection Schleswig-Holstein*)  
Marit Hansen  
Postfach 71 16  
24171 Kiel  
Telephone: +49 431 988-1200  
Fax: +49 431 988-1223