

Data Protection Information

On the following pages, you will find comprehensive information about the processing of personal data that is carried out by us. Furthermore, you will receive information on your rights on the basis of the European General Data Protection Regulation (GDPR). These Information are common for all our clients. However, the requirements applying to you are determined by your specific requests, your services ordered or your purchase processes.

Who is responsible for the data processing?

The responsible entity is:

Springer GmbH

Stuhrbaum 14

28816 Stuhr

tel: +49 421 24702-0

fax: +49 421 24702-199

mail: info@springer.group

Who can you contact for issues regarding data processing?

You can reach our (external) data protection officer:

HUBIT Datenschutz GmbH & Co. KG

Bergiusstr. 4

28816 Stuhr

tel: +49 421 36490577

mail: info@hubit.de

Which data sources do we use?

We process personal data that we receive from our clients respectively interested parties or our business partners.

In addition, publicly available sources (for example commercial or associations register, land register, registration office, press, media, internet, record of debtors) can be used for the elevation of personal data.

Personal data from other sources (for example SCHUFA as the German credit reference agency) will be, if necessary, obtained or processed only by your consent.

Which data will be processed?

Generally, we process:

- first name, name
- contact data (postal address, telephone number, etc.)
- bank data
- contract data
- data on the financial position
- fiscal data

For which purpose do we process the data?

We process the above mentioned personal data in conformity with the EU GDPR and the Federal Data Protection Act (BDSG).

- Data are processed to fulfil contractual duties in accordance with Article 6(1) lit. b GDPR

The processing of personal data takes place on the basis and for the performance of a contract (verbally or in writing) that you have concluded with us. This shall also apply to requests from you that initiate a contract.

- Data are processed to fulfil legal obligations, Article 6(1) lit. c GDPR

The data processing is based on statutory or legal standards. These may be tax laws, a money laundering act or identity and age checks.

- Data are processed for the purpose of legitimate interests of the data processor, Article 6(1) lit. f GDPR

Beyond the aforementioned data processing, we process personal data to preserve entitled interests. These are, for example:

- the establishment of legal claims or the defence of parties in legal disputes or
- business management.

To whom the data become passed on?

Within our corporate group access to your data is limited only to those who need the data to perform contractual or legal duties.

Data is transferred within the scope of legal provisions of the EU GDPR, the BDSG and further national or European regulations.

The transfer of data is, for example, provided to:

- public bodies and institutions
- parcels delivery firms/forwarding agents
- commercial credit insurances
- subcontractors
- vicarious agents

If you have consented to the data transfer your data may also be passed on to those parties.

Will data be transferred to a third country?

Personal data will be processed exclusively within the Federal Republic of Germany, the EU or any other EEA State.

How long is my data stored?

Your data will be processed or saved by us as long as required for the fulfillment of the contractual or legal duties. Subsequently, the data will be deleted regularly.

Data shall not be deleted, unless there is a legal retention period or if the data must be maintained as evidence in a statutory limitation period or if you give your consent for an extended data storage.

What are my (data protection) rights?

The person concerned, i.e. the person whose data are being processed, is entitled to

- the right of access, Article 15 GDPR
- the right to rectification of inaccurate data, Article 16 GDPR
- the right to erasure, Article 17 GDPR
- the right to restriction of processing, Article 18 GDPR
- the right to data portability, Article 20 GDPR
- the right to object, Article 21 GDPR
- the right to revocation of the consent, Article 7 GDPR
- the right to lodge a complaint with a supervisory authority, Article 77 GDPR.

Provided that you have given us your consent to process your data, you may at any time send us a declaration of revocation disallowing further use. Revocation is applicable only to future data processing and not to data processing that was already realised.

If you wish to make use of such right, you may contact our *(external) data protection officer* (see above).

Which obligations do I have?

With respect to the taking up and conduct of our contractual relationship, you have to provide us with data that are required for the execution and fulfillment of the contract or for the compliance with legal requirements. It is generally not possible to conclude or perform a contract without these data. Where appropriate, a contract must be terminated if the requisite data is not provided.

Is automated decision making carried out?

Automated decision making does not come into effect.

Is there any profiling?

There will be no profiling.

(Effective: 22-11-2018)