

Information in accordance with art. 13,14 DSGVO (German version of GDPR) (effective from May 25, 2018)

Compliance with data protection regulations is of great importance to our company. We would like to inform you below about how your personal data is collected by us:

Accountable body

Zetweka Print & Production Management, Bläser GmbH & Co KG
Rautenstrauchstr. 81, 50931 Köln
Tel: 0221-940 570 0
Fax: 0221-401 197
eMail: info@zetweka.com
Represented by: H.-Jürgen Klusch, Manfred H. Bläser

Accountable body

Prof. Ulf Glende
info@glende-consulting.de

Data we require (for the purpose of data processing and as legal basis)

For the purpose of fulfilling the agreed upon services, we in particular collect the following information from our customers and, if applicable, their employees and business partners:

1. Category of data:

- Contact details (form of address, title, given name, surname, address)
- Communication data/contact person (e-mail address(es), telephone, fax, mobile phone number)
- Bank details (account data)
- VAT ID
- IP-address for online contacts and other generally accessible data

2. Sources:

- Your details in the contact form, your data from e-mails or personal or telephone contact with us
- Search results, generally accessible data, data from address acquisitions

3. Purpose:

The personal data is collected:

- to be able to identify you as a customer
- to be able to advise you appropriately
- to be able to fulfil our contractual obligations to you
- to be able to comply with our legal obligations
- to be able to correspond with you
- for invoicing or, if necessary, as part of the dunning process
- for the purposes of authorised direct marketing
- to assert any claims against you

The processing of data is done on request by the customer and is, in accordance with Art. 6 para. 1 sentence 1 lit. b DSGVO, required for the aforementioned purposes of processing the order and for the fulfilment of obligations arising from the contract on both sides.

In addition we process personal data if it is necessary to fulfil a legal obligation pursuant to Art. 6 para. 1 sentence 1 lit. c DSGVO, if we have received consent pursuant to Art. 6 para. 1 sentence 1 lit. a DSGVO, or if processing is necessary to safeguard our legitimate interests or the legitimate interests of a third party pursuant

to Art. 6 para. 1 sentence 1 lit. f DSGVO. Marketing purposes, administrative purposes within the corporate group, maintenance of operations and the fulfilment of warranty claims are considered legitimate interests.

As a general rule, the collected data is stringently required for establishing business relationships as well as transacting business, including the fulfilment of resulting obligations.

Consequences of not providing data

There is no obligation to provide the data on a regular basis. As a rule, not providing personal data entails that there can be no business relationship established between us as we do not have the data required to perform our task. There is, however, the possibility that on occasion the lack of some or of all data may lead to inquiries.

Data erasure

In case of no retention period, the data will be deleted as soon as storage is no longer necessary or legitimate interest in storage has expired. Failing appointment, this will usually be six months after the end of the application process at the very latest. The length of storage then depends on the statutory duty to preserve records, e.g. the revenue code (6 years) or the German Commercial Code (10 years). If you have not been hired but your application is still of interest to us, you will be asked for permission to retain your application for future appointments.

Confidential treatment of your data

The data will only be used internally and passed on to the relevant departments. Transmission of personal data to third parties as defined by the data protection law does not occur on principle.

Exceptions to this only apply insofar as they are necessary for the processing of our contractual relationship with you. This includes in particular the transfer to service providers commissioned by us (so-called data processors) or other third parties whose actions are required for the performance of the contract (e.g. shipping companies or banks). The transferred data may only be used by the third parties for this express purpose. The contractors are under obligation to us pursuant to Art. 28 DSGVO and are subject to our right of instruction. In the process, your data leaves neither the EU nor the EEA.

Your privacy rights

In accordance with EU General Data Protection Regulation (DSGVO), you have the following rights:

If your personal data is processed, you have the right to obtain information about personal data that has been stored (Art. 15 DSGVO).

If incorrect personal data is processed, you have the right of rectification (Art. 16 DSGVO). In case legal requirements are met, you can request the deletion or restriction of processing (Art. 17, 18 DSGVO).

You have the right to object to the processing (Art. 21 DSGVO).

If you do not provide the required data:

- your inquiry cannot be processed,
- we cannot enter into a contract with you,
- the following steps cannot be taken ... (etc.)

If you have consented to data processing or a contract for data processing exists and data is processed by automated processes, you may have a right to data portability (Art. 20 DSGVO).

If you exercise your abovementioned rights, we will check whether legal requirements for this are met.

Automated decision making or profiling

We do not use automated decision making including profiling.

How to complain

You may complain about the processing of your personal data to:

The State Representative for Data Protection and Freedom of Information Northrhine Westfalia, Federal Republic of Germany

PO Box 20 04 44
40102 Düsseldorf
Germany

Tel.: +49 211/38424-0

Fax: +49 211/38424-10

E-Mail: poststelle@ldi.nrw.de