

# Information acc. to Art. 13 / Art. 14 GDPR for our Business Partners

<b>Author:</b>	Data Protection Officer
<b>Addressees:</b>	Business Partners of MUEGGE GmbH
<b>Last change:</b>	November 01, 2022

Change history:

<b>Revision</b>	<b>Author:</b>	<b>Comments:</b>	<b>Status:</b>
01	DPO	Contact data of the Data Protection Officer updated	Obsolete
02	DPO	esp. adjustments of Item 3 (DPO contact details) and 10 (right of access; supervisory authority contact details)	Obsolete
03	Internal	Contact data of the Data Protection Officer updated	released

## 1 Preliminary Remarks

Thank you for your interest in MUEGGE GmbH.

We take the protection of your privacy and your private data very seriously. We collect, process and use your data in accordance with the statutory provisions on data protection, in particular the EU General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG).

Below we would like to inform you how we handle your data.

## 2 Data controller for the purposes of data processing

MUEGGE GmbH  
Hochstrasse 4 – 6  
64385 Reichelsheim  
Germany

Tel.: +49 6164 9307 0  
Fax: +49 6164 9307 93  
E-Mail: info@muegge.de

## 3 Contact details of the Data Protection Officer

Data Protection Officer – Herr Kai Schwardt  
c/o MUEGGE GmbH  
Hochstrasse 4 – 6  
64385 Reichelsheim  
Germany

Tel.: +49 (0) 6164 – 9307 – 0  
E-Mail: dsb@muegge.de

## 4 Legal basis and purpose of data processing

We may only process your data in accordance with applicable data protection law if this is expressly permitted or ordered by law or if you have given your effective consent.

Pursuant to Art. 6 Para. 1 Letter b GDPR, we are permitted to process your data in particular if it is needed to perform contractual obligations, i.e., for the purpose of initiating, concluding, implementing and terminating a contract for products or other agreements with you.

The same applies if the processing of your data is necessary to protect the legitimate interests of us or a third party and there is no reason to assume that these interests are outweighed by your legitimate interests as a data subject in the exclusion of the processing or use (Art. 6 Para. 1 Letter f GDPR). This is the case, for example, for the purpose of guaranteeing our IT security and IT operations, determining your creditworthiness with credit agencies or for advertising. Our legitimate interest here is the operation of our business for the benefit of all our employees and shareholders.

Insofar as we have obtained your consent for certain processing of the data, Art. 6 Para. 1 Letter a GDPR shall apply as the legal basis. This includes, for example, your registration to receive our newsletter.

In addition, in many cases we are subject to legal obligations for the fulfillment of which we must process data in a justified manner (Art. 6 Para. 1 Letter c GDPR). These include, for example, commercial and tax retention periods or any information to the authorities.

## 5 Recipients of the data

Within our company, only the employees who need your data to perform their respective tasks have access to it.

In order to meet our contractual and legal obligations, we make use of various contractually obligated service providers (e.g. for the purposes of supporting/maintenance of our IT applications, document and data destruction or archiving).

In addition, we may transfer your data to other recipients outside the company to the extent necessary to fulfill the purposes set out in Item 4, for example to banks to make payments, to tax consultants to prepare monthly and annual financial statements or to credit agencies to determine your creditworthiness.

## 6 Transfer of data to a third country or an international organization

We only transfer data to countries which are not a member state of the European Union or another contracting state to the Agreement on the European Economic Area under the conditions of Art. 44 ff. GDPR.

## 7 Requirement to provide certain data

Within the framework of contracts, we process data which we need for the establishment, execution and termination of the contractual relationship and the fulfillment of the contractual obligations assumed, or which we must collect due to a statutory obligation. If you do not provide us with this data, we will not be able to execute our contracts with you.

## 8 Existence of an automated decision-making process

As a responsible company, we refrain from automatic decision-making or profiling within the meaning of Art. 22 Para. 1 and 4 GDPR.

## 9 Routine deletion and blocking of data

We only process and store your data for the period of time necessary to achieve the storage purpose or if provided for by the European Directives and Regulation Body or another legislator in laws or regulations to which we are subject.

If the storage purpose no longer applies or if a storage period prescribed by the European Directives and Regulation Body or another legislator expires, the personal data shall be blocked or deleted routinely and in accordance with the statutory provisions.

## 10 Your data protection rights

### Right of withdrawal (Art. 7 Para. 3 GDPR)

You have the right to revoke your consent to us at any time. The consequence of this is that we are no longer permitted to continue the data processing based on this consent in the future.

### Right of access (Art. 15 GDPR in connection with § 34 BDSG)

You have the right to request information about your data processed by us. In particular, you may request information about the purposes of the processing, the categories of data, the categories of recipients to whom your data have been or will be disclosed, the envisaged period for which the personal data will be stored, the existence of the right to request rectification, deletion, limitation of processing or objection, the existence of the right to lodge a complaint, the origin of your data if they were not collected by us, whether an automated decision-making process exists including profiling as well as, if applicable, meaningful information on its details.

### Right to rectification (Art. 16 GDPR)

If incorrect information is stored despite our best efforts to ensure that the data are correct and up-to-date, we will correct this immediately upon your request.

### Right to erasure (Art. 17 GDPR)

You have the right to demand the deletion of your data stored by us, unless processing is necessary to exercise the right to freedom of expression and information, to meet a legal obligation, for reasons of public interest or for the assertion, exercise or defense of legal claims.

### Right to restriction of processing (Art. 18 GDPR)

You have the right to request the restriction of processing of your data:

- to the extent that you contest the accuracy of the data,
- the processing is unlawful, but you oppose the erasure of the data,
- we no longer need the data, but you need them to establish, exercise or defend legal claims, or
- you have objected to the processing pursuant to Art. 21 GDPR.

### Right to data portability (Art. 20 GDPR)

You have the right to receive the data you have provided to us in a structured, commonly used and machine-readable format or to request that it be transmitted to another controller.

### Right to object to the processing (Art. 21 GDPR)

You have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you which is based on Art. 6 Para. 1 Letters e or f GDPR. This also applies to profiling based on those provisions.

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www.muegge.de



**Right to lodge a complaint with a supervisory authority (Art. 77 GDPR)**

You have the right to complain to the supervisory authority if you consider that the processing of data concerning you is not lawful.

The supervisory authority responsible for us is:

The Hessian Commissioner for Data Protection and Freedom of Information  
P.O. Box 3163  
65021 Wiesbaden  
Germany

Tel.: +49 611 1408 – 0

E-Mail: [poststelle@datenschutz.hessen.de](mailto:poststelle@datenschutz.hessen.de)