

## **Data protection information for contractual partners**

### **Article 13, 14 GDPR**

#### **1. Controller**

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#### **2. Data protection officer**

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#### **3. Data collection and processing**

##### **3.1 Data collection and processing in the pre-contractual area and upon conclusion of the contract**

###### **a) Nature and extent of data collection and processing**

We collect personal data in the pre-contractual area and upon conclusion of the contract. This includes, for example, name data of contact persons, address and communication data, account data, business and contract data, billing and performance data.

## **b) Purpose and legal basis of data processing**

We collect and process this data exclusively for the purpose of contract implementation or for the fulfilment of pre-contractual obligations. The legal basis for the processing of this data is Article 6(1)(b) GDPR.

We collect and process this data exclusively for the fulfillment of pre-contractual obligations and for the purpose of executing the contract, such as for financial accounting purposes. Furthermore, we process personal data in our IT systems and IT applications (e.g. databases, video conferencing systems, communication systems, ticket systems, etc.).

In the context of establishing and executing contracts, the legal basis for natural persons is Article 6(1)(b) GDPR and for legal persons Article 6(1)(f) GDPR. We have a legitimate interest in being able to communicate with the contact persons of our contractual partners.

## **c) Storage period**

The data will be deleted as soon as they are no longer necessary for the purpose of their processing. In addition, there may be statutory storage obligations, e.g. commercial or fiscal storage obligations according to the German Commercial Code (HGB) or the German Fiscal Code (AO). Insofar as such obligations to retain data exist, we will delete your data at the end of these retention obligations.

## **3.2. Data processing for business cards handed over**

### **a) Nature and extent of data collection and processing**

If you give us your business card, we process the following personal data:

- Name data (title, salutation, first name, surname, name affixes)
- Contact details (e.g. telephone number, mobile number, e-mail address, fax number, street, house number, address supplements if applicable, postcode, city, country)

## **b) Purpose and legal basis of the data processing**

We collect and process this data for the purpose of business correspondence with you. The permissibility of the collection and processing of data is based on Article 6(1)(f) GDPR. GDPR, since there is an equal interest in establishing contact and communication between you and our company.

## **c) Storage period**

The data will be deleted as soon as they are no longer necessary for the purpose of their processing. In addition, there may be statutory storage obligations, e.g. commercial or fiscal storage obligations according to the German Commercial Code (HGB) or the German Fiscal Code (AO). Insofar as such obligations to retain data exist, we will delete your data at the end of these retention obligations.

## **4. Data transfer**

We only pass on your personal data to third parties if:

- a) you have given your express consent to do so in accordance with Article 6(1)(a) GDPR.
- b) this is legally permissible and, pursuant to Article 6(1)(b) GDPR., is necessary for the fulfilment of a contractual relationship with you or the implementation of pre-contractual measures - for example, to internal units involved in the execution of the respective business processes (asset management, fund management, tax department, legal department, accounting, bookkeeping and IT).
- c) there is a legal obligation under Article 6(1)(c) GDPR for the transfer.  
We have a legal obligation to transmit data to state authorities (e.g. tax authorities, financial supervisory authorities, tax authorities, law enforcement agencies).
- d) the disclosure pursuant to Article 6(1)(f) GDPR. is necessary to safeguard legitimate corporate interests and to assert, exercise or defend legal claims, and there is no

reason to assume that you have an overriding interest worthy of protection in not disclosing your data.

- e) in accordance with Article 28 GDPR, we make use of external service providers (contract processors) who have been obliged to handle your data with care.

## **5. Rights**

The contact details for claiming your rights can be found in section 1.

### **a) Right to withdraw your consent under data protection law in accordance with Article 7(3) GDPR**

You can withdraw your consent to the processing of your personal data at any time with effect for the future. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

### **b) Right of information according to Article 15 GDPR in conjunction with § 34 BDSG**

You have the right to request confirmation as to whether we process personal data concerning you. If this is the case, you have the right to be informed about these personal data and to receive further information, e.g. the purposes of processing, the categories of personal data processed, the recipients and the planned duration of storage or the criteria for determining the duration.

### **c) Right of correction and completion under Article 16 GDPR**

You have the right to demand the correction of incorrect data without delay. Taking into account the purposes of the processing, you have the right to request the completion of incomplete data.

### **d) Right of deletion ("right to be forgotten") in accordance with Article 17 GDPR in conjunction with § 35 BDSG**

You have the right of deletion, as far as the processing is not necessary.

This is the case, for example, if your data are no longer necessary for the original purposes, if you have revoked your declaration of consent under data protection law or if the data have been processed unlawfully.

**e) Right to restrict processing under Article 18 GDPR**

You have the right to limit the processing, for example if you believe that personal data is incorrect.

**f) Right to data transferability under Article 20 GDPR**

You have the right to receive the personal data concerning you in a structured, common and machine-readable format.

**g) Right of objection under Article 21 GDPR**

You have the right to object to data processing on grounds relating to particular situations. However, this only applies in cases where we process data to fulfill a legitimate interest. If you can present such a reason and we cannot assert compelling legitimate grounds for the processing which override your interests, we will no longer process this data for the respective purpose.

**h) Automated case-by-case decision including profiling according to Article 22 GDPR**

You will not be subject to any decision based solely on automated processing of your data, including profiling, which produces legal effects concerning you or similarly significantly affects you.

**i) Complaint to a data protection supervisory authority under Article 77 GDPR**

You can lodge a complaint with a data protection supervisory authority at any time, for example if you believe that data processing is not in compliance with data protection regulations.

**Competent data protection supervisory:**

Bayerisches Landesamt für Datenschutzaufsicht  
Promenade 18  
91522 Ansbach  
Germany

Postal address: Postfach 1349, 91504 Ansbach, Germany

Phone: 0981/180093-0

Fax: 0981/180093-800

Email: [poststelle@lda.bayern.de](mailto:poststelle@lda.bayern.de)

Homepage: <https://www.lda.bayern.de>