

Privacy notice for suppliers

Information for our suppliers and their points of contact

Below, we would like to provide you with an overview of how we collect and process your personal data as part of our working relationship with you and what rights you have under the data protection laws. You will also find information as to what data we collect in connection with our business partnership with you and how such data is processed. The information that we provide is founded on Articles 13, 14 of the EU General Data Protection Regulation (GDPR).

1. Controller responsible for the collection and processing of your data

The controller responsible for the collection and processing of personal data concerning suppliers and their points of contact is:

Titgemeyer GmbH & Co. KG (hereinafter referred to as "Titgemeyer" and/or "we")
Hannoversche Str. 97
49084 Osnabrück / Germany

Phone: +49 (0)5 41/58 22-0

Fax: +49 (0)5 41/58 22-490

E-mail: info@titgemeyer.com

www.titgemeyer.com

Personally liable partner: GTO Beteiligungsges-GmbH

Managing Director: Dietrich Leifert

2. Data protection officer

Titgemeyer has appointed a data protection officer. You can reach our in-house data protection officer either by post at the address shown above or by e-mail: datenschutz@titgemeyer.de.

3. What data does Titgemeyer use and where does the data come from?

Titgemeyer processes personal data concerning suppliers and their points of contact, which we receive from them in the course of an existing or prospective business relationship. This includes, in particular, data that we receive via the supplier's self-declaration.

Moreover, we process personal data which we derive from public records in compliance with data protection provisions (e.g. commercial registers, debtor lists, the Internet) or which are made available to us by credit agencies.

This includes the following data categories: personal master data (name, occupation, industry, trade name, languages); contact data (address, phone number, e-mail), payment data for cashless payments (bank data), legitimation data (login files, identity card data, signatures), business history data (offers, orders, turnover, delivery addresses).

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4. For what purposes does Titgemeyer process your data and on what legal grounds?

Titgemeyer processes your personal data in compliance with the requirements of the EU General Data Protection Regulation (GDPR) as well as national regulations in order to achieve the following purposes:

We process your personal data in order to fulfil contracts, including the handling of cashless payments, the processing of complaints, warranty claims, returns, technical queries and recalls. We furthermore process your data prior to entering into an agreement with you, if, and to the extent, that we request that you submit any offers. The processing of such data is undertaken on the basis of Art. 6 (1) Sentence 1 (b) GDPR.

Finally, we process data if, and to the extent, that we have a legitimate interest, except where such interest is overridden by your interests or fundamental rights which require the protection of personal data. In such a case, the processing is undertaken on the basis of Art. 6 (1) Sentence 1 (f) GDPR. These forms of processing also include the assertion of our justified claims, including through the engagement of collection services and legal services.

5. To whom does Titgemeyer forward your data?

At Titgemeyer, your data is provided to those departments which require such data in order to fulfil the contract or conduct the pre-contractual steps (e.g. financial accounting, technical/engineering departments).

To the extent that it is required, we will also forward data to supporting service providers (e.g. postal services, logistics companies, IT service providers, collection services and legal services).

Outside Titgemeyer, your data is forwarded to third parties: to the tax authorities in fulfilment of obligations to report and to prove the accuracy of tax returns, and also to law enforcement agencies to the extent that a legal obligation to do so exists.

6. Does Titgemeyer transmit your data to international organisations or third countries?

In the event that we do not process personal data in a member state of the European Union, this will only occur if, on the basis of the decision of the European Commission, it is clear that an adequate level of protection exists in the third country in question (Art 45 GDPR) or, in the absence of such a decision, appropriate safeguards exist to protect your data and enforceable rights and effective legal remedies are available to you (Art. 46 GDPR).

7. For how long does Titgemeyer save your data?

We save your personal data for the duration of the contract initiation phase and, subsequently, in order to fulfil the contract. If, and to the extent, that your data is subject to specific retention periods under tax, commercial or any other law, we will save such data until the retention periods in question have expired. These retention periods are, for example, 6 years under the corresponding tax regulations, and 10 years under commercial law.

In the event that a supplier or its point of contact should notify us that the point in contact in question is leaving or has left the services of the supplier, the data of the point of contact will also be erased, taking into account the existing retention periods.

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8. Information on data protection rights for suppliers and their points of contact / Supervisory authority

Every supplier and their points of contact have the right, under Art. 15 GDPR, to obtain **information** as to what personal data concerning them is stored at Titgemeyer and on the nature of the data processing; the right, under Art. 16 GDPR, to **rectification** in the event of wrong/inaccurate data; the right, under Art. 17 GDPR, to the **erasure** of their data upon fulfilment of the contract, provided this does not conflict with any legal obligations to preserve the data; the right, under Art. 18 GDPR, to **restriction**, should they wish to limit the extent to which their personal data is processed; the right, under Art. 21 GDPR, to object; and the right, under Art. 20 GDPR, to **data portability**.

If you have consented to Titgemeyer processing your data, you can **withdraw** such consent at any time without affecting the lawfulness of the processing that was undertaken on the basis of the originally issued consent prior to it being withdrawn.

You also have the right to lodge a complaint with the incumbent supervisory authority in acc. with Art. 77 GDPR if you believe that Titgemeyer has unlawfully processed your data.

Should you have any questions or wish to receive information about how your personal data is being protected or on how to assert the aforementioned rights, you can contact our data protection officer using the contact options shown above.

9. Information on the existence of the right to object pursuant to Art. 21 GDPR

Existence of the right to object in specific situations

If there are grounds in your particular case, you have the right to object to your data being processed when the processing is deemed a necessary task in the public interest or in the exercise of an official authority (Art. 6 (1) Sent. 1 (e)), vested in Titgemeyer. This equally applies in the case of any profiling performed on the basis of the aforementioned provision. Should you object to the processing, we will cease processing your data for these purposes unless we can demonstrate the existence of compelling legitimate grounds for the processing which override your interests, rights and freedoms or that the processing serves the establishment, exercise or defence of legal claims.

Your objection can be submitted formlessly using any of the aforementioned contact options.

10. Do suppliers and their points of contact have to provide Titgemeyer with personal data?

To initiate a contract, conclude a contract and ultimately to fulfil a contract with Tigemeyer it is necessary for the supplier data specified in Item 3 as well as the data concerning the supplier's point of contact to be collected and processed. Without such data, we are not in a position to enter into a business relationship with suppliers or provide any contractually agreed services in the course of an existing business relationship.

11. Is automated decision-making used?

The point of contact has the right not to be subjected to any form of automated decision-making - including profiling - which has any legal bearing on them or adversely affects them in any other similar manner (Art. 22 GDPR). We do not deploy automated decision-making in any shape or form.

Last revised: 25.03.2019