



Dortmund, 06.02.2019

Note on data processing

Mandatory information acc. art. 12ff. GDPR

We would like to inform you about the following for the fulfillment of our information obligations, which follow the Data Protection General Regulations (GDPR).

1. Name and contact details of the controller and the company data protection officer

Our privacy policy applies to data processing by:

SLK Vertriebs GmbH (hereinafter: SLK), Lindenhorster Str. 38-40, 44147 Dortmund, Phone.: +49 (0)231 92 53 60 0, Fax: +49 (0)231 92 53 60 29, info@slk-gmbh.de

The company data protection officer of SLK: Mrs. Christin Otte, Lindenhorster Str. 38-40, 44147 Dortmund, Phone.: +49 (0) 231 92 53 60 23, datenschutz@slk-gmbh.de

2. Collection and storage of personal data as well as nature and purpose and their use

The collection of your data takes place in principle with you. The processing of the personal data provided by you is necessary for the fulfillment of the contractual obligations resulting from the contract concluded with us. Due to your cooperation obligations, it is essential to provide the personal data requested by us, otherwise we can not fulfill our contractual obligations.

In the context of pre-contractual measures (eg. master data acquisition in the prospect process) the provision of your personal data is necessary. If the requested data is not provided by you, a contract can not be concluded.

The data processing is based on your request and is in accordance with Article 6 para. 1 S. 1 lit. b GDPR for the stated purposes for the appropriate processing of the order and for the mutual fulfillment of obligations arising from the contractual relationship.



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The processing of the data provided by you takes place as long as it is necessary to achieve the contractually agreed purpose, as long as the contractual relationship with you exists. After the termination of the Contractual relationship, the data provided by you will be processed to comply with statutory retention requirements or our legitimate interests. After the expiry of the statutory retention periods and / or the loss of our legitimate interests, the data provided by you will be deleted.

Expected deadlines of our storage obligations and our legitimate interests:

- Fulfillment of commercial, tax and professional retention periods:
The deadlines for storage and documentation are two to ten years

3. Disclosure of data to third parties

Within our company, those areas have access to personal data, which are provided by you, that they need to fulfill their contractual and legal obligations and that are authorized to process this data.

In fulfillment of the contract concluded with you, only those bodies will receive the data provided by you, which they need for legal reasons.

As part of our service delivery, we hire contractors who contribute to fulfill contractual obligations, such as: Data center service providers, computer partners, shredders, etc. These contractors are contractually obliged by us to comply with the professional secrecy and compliance with the requirements of the GDPR and the FDPA.

A transfer of the data provided by you to a third country or an international organization will never take place.

4. Information about your rights

Right to information acc. Art. 15 GDPR: You have the right to request information about your personal data processed by us. In particular, you may provide information on processing purposes, the categories of personal data, the categories of recipients to whom your data has been disclosed, the planned retention period, the existence of a right of rectification, cancellation, limitation of processing or opposition, the existence of the right to complain, the source of the data, if it is not collected from us, and the existence of automated decision-making including profiling and, where appropriate, meaningful information about its details.



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Right to correction acc. Art. 16 GDPR:

You have the right to request immediate correction of your incorrect personal data from the person responsible. In consideration of the purposes of processing, you have the right to request the completion of incomplete personal data, including by means of a supplementary statement.

Right to delete gem. Art. 17 GDPR:

The controller is obliged to delete personal data immediately if one of the following reasons applies:

- a) Purposes for which the personal data have been collected are omitted
- b) You revoke your consent to processing. There is no other legal basis for the processing
- c) You object to the processing. There is no other legal basis for the processing
- d) The personal data were processed unlawfully
- e) The deletion of personal data is required to fulfill a legal obligation under Union or national law to which the controller is subject
- (f) The personal data have been collected in relation to information society services offered pursuant to Article 8 (1).

Right to restriction of processing acc. Art. 18 GDPR & §35 FDPA:

You have the right to request the restriction of processing if one of the following conditions is met:

- a) The accuracy of your personal data is questioned by you
- b) The processing is illegal; They refuse a deletion, however
- c) personal data is no longer needed for the purposes of processing; However, you need the information to assert, exercise or defend your rights.
- d) You have objection to the processing acc. Art. 21 para. 1 GDPR. As long as it is not clear whether the legitimate reasons of the person responsible prevail over you, processing will be restricted.



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Right to data portability acc. Art. 20 GDPR

You have the right to receive the data provided by you in a structured, common and machine-readable format from the person responsible. A forwarding to another responsible person may not be hindered by us.

Right of objection Art. 21 GDPR:

If your personal data is processed based on legitimate interests acc. Art. 6 para. 1 sentence 1 lit. f. GDPR, you have the right of objection to the processing of your personal, acc. Art. 21 GDPR, as far as there are reasons for this arising from your particular situation.

If you would like to exercise your right to object, please send an e-mail to:

datenschutz@slk-gmbh.de

Complaint right with the supervisory authority acc. Art. 13 para. 2 lit. d, 77 GDPR & §19 FDPa:

If you believe that the processing of your data violates the GDPR, you have the right to lodge a complaint with the regulatory authority. Please contact the responsible supervisory authority.

Withdrawal of consent acc. Art. 7 (3) GDPR:

Is the processing based on your consent in accordance with Art. 6 para. 1 lit. a or Art. 9 para. 2 lit. a (processing of special categories of personal data), you are at all times entitled to withdraw the appropriately bound consent without affecting the lawfulness of the processing carried out on the basis of the consent until the revocation. As a result, we can not continue the data processing based on this consent for the future.