



Privacy Notes

Our handling of your data and your rights

- Information pursuant to Articles 13, 14 and 21 of the General Data Protection Regulation (GDPR) -

Dear customer,

The following information will provide you with an overview regarding the processing of your personal data by us and your rights under data protection law.

Which data is processed in detail and how it is used depends largely on the services requested or agreed upon.

1. Who is responsible for data processing and who can I contact?

Responsibility lies with:

Aero Pump GmbH
Dr.-Ruben-Rausing-Straße 5
65239 Hochheim
Tel: +49 6146 6030
Fax: +49 6146 603 100
info@aeropump.de

You can reach our Data Protection Officer at:

Thomas Gutte
Hochstr. 2
65195 Wiesbaden, Germany
Phone: 0611 - 71186990
E-mail address: thomas.gutte@gutte-datenschutz.de

2. Which sources and data do we use?

We process personal data which we receive from you in connection with our business relationship. In addition, we process -personal data which we have legitimately received from other companies (e.g. SCHUFA), for example for the execution of orders, for the fulfilment of contracts or on the basis of your consent, insofar as necessary for the provision of our services. Moreover, we process personal data which we have obtained and are permitted to process from publicly accessible sources (e.g. debtor directories, land registers, commercial and association registers, press, media).

Relevant personal data are *personal details* (name, address and other contact data, date and place of birth and nationality) or *identification data* (e.g. ID Card data). In addition, this may also include *contractual data* (e.g. order data), *data arising from the fulfilment of our contractual obligations* (e.g. delivery), *information about your financial situation* (e.g. creditworthiness data), *advertising and sales data* (including advertising scores), *documentation data* (e.g. minutes of meetings), *registering data*, *data regarding your use of our telemedia offered* (e.g. time of calling up our websites, apps or newsletters, pages clicked or entries) as well as other data comparable with the above-mentioned categories.

3. Why do we process your data (purpose of processing) and on which legal basis?

We process personal data in accordance with the provisions of the EU General Data Protection Regulation (GDPR) and the German Federal Law on Data Protection (BDSG):

3.1 Fulfilment of contractual obligations (Article 6 para. 1b GDPR)

The processing of personal data (Article 4 No. 2 GDPR) is carried out in order to provide and arrange our services, in particular to execute our contracts or any pre-contractual measures agreed upon. Also, to execute your orders, as well as all activities necessary for the operation and administration of a company.

The purposes of the data processing depend primarily on the specific product or order (e.g. Product delivery or laboratory analysis) and may include needs assessments, consultation and transaction execution.

Further details regarding the purpose of data processing can be found in the respective contract documents and terms and conditions.

3.2 Within the scope of the balancing of interests (Article 6 (1f) GDPR)

If necessary, we shall process your data beyond the scope of the actual fulfilment of the contract so as to protect our own legitimate interests or those of third parties, for example as in the following cases:

- Analysis and optimization of procedures for needs assessment and direct approach of customers;
- Assertion of legal claims and defence in legal disputes;
- Measures for business management and further development of services and products;
- Consultation and data exchange with credit agencies (e.g. SCHUFA) to determine creditworthiness and default risks;

3.3 Based on your consent (Article 6 para. 1a GDPR)

If you have given us consent to process personal data for specific purposes (e.g. passing on data, evaluation of user data for marketing purposes), the lawfulness of this processing is given based on your consent. A given consent can be revoked at any time. This also applies to the revocation of declarations of consent which - such as the SCHUFA clause - were issued to us before the GDPR came into force, i.e. before 25 May 2018.

Please note that the revocation will only take effect in the future. Processing that took place before the revocation is not affected by this.

4. Who will receive my data?

Within our company, those departments which need your data to fulfil our contractual and legal obligations shall have access to it. Also, service providers appointed by us (Article 28 GDPR) may receive data for these purposes. These are companies in the categories of IT services, logistics, printing services, telecommunications, debt collection, consulting, sales and marketing.

As far as passing on data to recipients outside our company, it should be noted that we only pass on your personal information if this is required by law, if you have consented or if we are authorised to provide information.

Under these conditions, recipients of personal data can be, for example:

- Public authorities and institutions (e.g. tax authorities) where there is a legal or official obligation.
- Other institutions to which we transmit personal data in order to carry out the business relationship with you (e.g. credit agencies).

Other data recipients may be those for whom you have given us your consent for data transmission.



5. How long will my data be stored?

If necessary, we process and store your personal data for the duration of our business relationship, including, for example, the initiation and processing of a contract.

In addition, we are subject to various storage and documentation obligations, including those arising from the German Commercial Code (HGB) and the German Fiscal Code (AO). As a rule, the time limits specified there for retention or documentation are between 2 to 10 years.

Finally, the storage period is also assessed according to the statute of limitations, which, for example, according to Secs. 195 et seqq. of the German Civil Code (BGB), is generally three years, but in certain cases may be up to thirty years.

6. Is data transferred to a third country or to an international organisation?

Data will only be transferred to third countries (states outside the European Economic Area - EEA) if this is necessary for the execution of your orders, is legally required or you have given us your consent. We will inform you separately about the details, if required by law.

7. Which data protection rights do I have?

Every data subject has the right of **access** pursuant to Article 15 GDPR, the right of **rectification** pursuant to Article 16 GDPR, the right of **erasure** pursuant to Article 17 GDPR, the right of **restriction of processing** pursuant to Article 18 GDPR and the right of **data portability** pursuant to Article 20 GDPR. The restrictions according to Secs. 34 and 35 BDSG apply to the right of access and the right of erasure. In addition, there is a right of appeal to a data protection supervisory authority (Article 77 GDPR in conjunction with Sec. 19 BDSG).

8. Is there an obligation to provide data?

Within the scope of our business relationship, you must only provide personal data which is necessary for commencing, executing and terminating a business relationship or which we are legally obliged to collect. Without this data we will generally have to refuse the conclusion of the contract or the execution of the order or will no longer be able to execute an existing contract and may have to terminate it.

9. To what extent is there automated decision-making in individual cases?

As a matter of principle, we do not use fully automated decision-making processes pursuant to Article 22 GDPR for establishing and performing a business relationship. Should we use such processes in individual cases, we will inform you of this separately if this is required by law.

10. To what extent is my data used for profile formation (scoring)?

We do not use profiling according to article 22 GDPR. Should we use this procedure in individual cases, we will inform you of this separately if this is required by law.



Information about your right of objection pursuant to Article 21 of the General Data Protection Regulation (GDPR)

1. You have the right, for reasons arising from your individual situation, to object at any time to the processing of your personal data based on Article 6 para. 1e GDPR (data processing in the public interest) and Article 6 para. 1f GDPR (data processing based on a balancing of interests).

If you do object, we shall no longer process your personal data unless we have compelling justified reasons for such processing which take precedence over your interests, rights and freedom or, alternatively, such processing serves to assert, exercise or defend legal claims.

2. In individual cases, we shall process your personal data for the purpose of direct marketing. You have the right to object at any time against the processing of your personal data for the purposes of such marketing; this also applies for profiling to the extent that it is connected to such direct marketing.

If you object to the processing for purposes of direct marketing, we will no longer process your personal data for these purposes.

Such objection may be submitted informally and should be addressed to:

Aero Pump GmbH
Dr.-Ruben-Rausing-Straße 5
65239 Hochheim
Tel: +49 6146 6030
Fax: +49 6146 603 100
info@aeropump.de

Note:

The original, German version of these (bilingual) Privacy Notes shall be binding, should difficulties of interpretation arise.