



Data protection information for our customers and suppliers

Dear Sir/Madam,

This letter provides you with information about our careful handling of your personal data and your rights under the European General Data Protection Regulation (GDPR).

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

The company responsible for processing your data is:

Inter-Flex GmbH

Beckhausstraße 211

33611 Bielefeld

Telephone: 0521/9344852

Fax: 0521/9344853

e-mail: zentrale@inter-flex.de

2. What sources and data do we use?

We only process data received as a result of our business relationship with you. All data is received directly from you.

We process the following information:

- Master data for completing orders (e.g. name, address, etc.)
- Information for tax purposes
- Bank details (BIC / IBAN)
- Data relating to the conclusion of contractual relationships (powers of attorney)
- Data for confirming your identity for trips abroad (e.g. passport, visa, personal ID card, date and place of birth)

3. What is the purpose and lawful basis for processing my data?

We process your personal information in compliance with the data protection provisions under the EU General Data Protection Regulation (GDPR), the German Data Protection Act (BDSG) and all other relevant laws.

a. To fulfil contractual obligations

(Article 6(1)(b) GDPR)

We process your data for performance of our contracts with you. The purpose for which data is processed depends on the basis of contract.

b. within the context of weighing up legitimate interests

(Article 6(1)(f) GDPR)

In individual cases, we process your data to protect our own legitimate interests or those of third parties (e.g. public authorities). In particular, this applies to the investigation of criminal offences (lawful basis Article 6(1)(f) GDPR in connection with Section 26 (1) pg 2 BDSG) or to the exchange of data within the group for administrative purposes.

c. Based on your consent

(Article 6(1)(a) GDPR)

If you have given consent to the processing of your personal data, this consent is the lawful basis for the specified processing. You may withdraw your consent at any time with effect for the future. This also applies to any declarations of consent submitted to us prior to application of the GDPR i.e. before 25 May 2018. Withdrawals of consent will only apply to future processing.

d. Due to compliance with statutory provisions

(Article 6(1)(c) GDPR)

We are subject to various legal obligations i.e. legal requirements. If special categories of personal data are processed in accordance with Article (1) GDPR, this aims to safeguard the right to social security and social protection when exercising rights or fulfilling legal obligations.

4. Who receives my data?

Within our company, only the persons and departments requiring your personal data to fulfil our contractual and legal obligations receive this information. The following departments may also receive your data:

- Processors engaged by us (Article 28 GDPR), particularly in the area of IT services, credit checks, logistic and printing services, who, subject to directives, process your data on our behalf.
- Embassies from non-European countries for the purpose of processing visas.

5. How long is my data stored?

We delete your personal data as soon as it is no longer required to fulfil our contractual relationship. If necessary, we process your personal data for the duration of our business relationship, which also includes the preparation and performance of a contract. We are also subject to various retention and documentation requirements (e.g. HBG (Mortgage Bank Act), BGB (Civil Code), etc.). The retention and documentation periods specified therein extend to ten years and in certain cases, up to thirty years.

6. Is my data transferred to third countries?

Your personal data is only transferred to third countries (countries outside the European Economic Area – EEA) for processing trips to non-European countries (e.g. applying for visas, sending information to hotels).

7. Are you required to provide access to your data?

As part of our business relationship, you must provide access to personal data required for establishing and developing a business relationship and fulfilling any contractual obligations resulting from this relationship or where we have a legal obligation to collect such data. Without this data, we will normally have no option but to refuse conclusion of contract or completion of an order or will be unable to continue with performance of an existing contract and may have to terminate it.

8. Do you wish to lodge a complaint about how your data is being handled?

You can contact a data protection supervisory authority.

The data protection supervisory authority responsible for us is:

Landesbeauftragte für Datenschutz und
Informationssicherheit Nordrhein-Westfalen

*(State representative for Data Protection
and Information Security - North-Rhine Westphalia)*

Kavalleriestraße 2-4, 40213 Düsseldorf

9. What data protection rights do I have?

Under the statutory requirements of the GDPR, as amended on 25.5.2018, you have the right to be informed, to erasure, to restrict processing and to the data portability of your personal data. You also have the right to lodge a complaint with a data protection supervisory authority.

You have the right (right to object) to object to the processing of your personal data for direct advertising purposes at any time, without giving reasons. You have the right (right to access) to request information from us on personal data stored about you at any time. If we are processing your data to protect legitimate interests, you may object to this processing in certain circumstances. We will then stop processing your personal data, unless we can show we have compelling, legitimate grounds for processing which override your interests, rights and freedoms or the processing is for the establishment, exercise or defence of legal claims.

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If you have any further questions on this issue, please do not hesitate to contact us.

Kind regards,

Inter-Flex GmbH
André Diestelkamp
Managing Director