

Fair Processing Notice in accordance with the EU General Data Protection Regulation for natural and legal persons

With the following information, we would like to give you an overview of the processing of your personal and business data by us and your rights under the Data Protection Act. Which data is processed in detail and how it is used depends largely on the requested or agreed services. The following data protection notices apply in particular to customers, suppliers, interested parties and authorized persons / authorized representatives.

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

Responsible for data processing:

Schwarz Druck GmbH

Industriestraße 2, 83734 Hausham

Phone: +49 (0) 8026 3970

Mail: info@schwarz-druck.de

Represented by the managing directors Dr. Harald Lossau and Christian Vaas

You can reach our **data protection officer** Stephan Krischke under datenschutz@schwarz-druck.de

2. Which data and sources do we use?

We process personal data that we receive from our customers as part of our business relationship. In addition, we process - as far as necessary for the fulfillment of the business relationship or for the provision of our services - personal data that we legitimately gain from publicly available sources (trade and association register, press, internet) and which are transmitted to us by other companies or other third parties become.

Relevant personal data is master data or in the process of an order can be: personal details (last name, address, e-mail and telephone number), delivery and payment data (eg account details) and order data (order information, system data, software, print data etc.). In addition, they may also include data for performance of contractual obligations, advertising and sales data.

In addition, as an ISO 14298 (Intergraf) certified company, we receive data that is subject to specific security requirements. With this certification, we confirm that sufficient technical and organizational measures have been taken to protect the data.

3. What do we process your data for (purpose of processing) and on what legal basis?

We process personal / company-related data in accordance with the provisions of the European General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG):

- a) for the fulfillment of contractual obligations (Art. 6 (1) (b) GDPR): the processing of data shall be carried out for the purpose of conducting commercial transactions or providing services in connection with the performance of our contracts with our customers and for the performance of pre-contractual measures on request (eg from interested parties). The purposes of data processing are based primarily on the specific product (hardware and software in the printing area) and can u.a. analysis of needs, services, advice and performance of contractual obligations. Further details on the data

processing purposes can be found in the relevant contract documents and terms and conditions.

- b) in the context of balancing of interests (Article 6 (1) (f) GDPR): If necessary, we process your data beyond the actual fulfillment of the contract in order to safeguard the legitimate interests of us or third parties. Examples: Trade show invitations, product safety notices, and customer loyalty through product improvement or renewal information.
- c) On the basis of your consent (Article 6 (1) (a) GDPR): If you have given us your approval to the processing of personal data for specific purposes, the legality of this processing is based on your consent. A given consent can be revoked at any time. This also applies to the revocation of declarations of consent that were issued to us before the validity of the GDPR before 25.05.2018. The revocation of consent does not affect the legality of the data processed until the revocation.
- d) Due to legal requirements (Article 6 (1) (c) GDPR) or in the public interest (Article 6 (1) (e) GDPR): In addition, as a company, we are subject to various legal obligations like legal requirements as well as commercial and tax regulations. For purposes of processing like identity verification, fraud and money laundering prevention and the fulfillment of tax obligations.

4. Who gets my data?

Within our organization, those employees have access to your data, which they need to fulfill our contractual and legal obligations. Even service providers and vicarious agents employed by us may receive data for this purpose if they maintain the corresponding secret. With regard to the transfer of data to recipients outside of our company, it should first of all be noted that we as a company undertake to maintain secrecy about all customer-related facts and evaluations from which we become aware. We may only disclose information about you if statutory provisions so dictate, if you have approved or if we are obliged to provide information by law.

5. Are data transmitted to a third country or an international organization?

A transfer of data to offices in countries outside the European Economic Area (so-called third countries) takes place, as far as

- It is required to execute the order
- it is required by law or
- you have given us your consent.

In addition, we do not transfer any personal information to third-country or international organizations.

6. How long will my data be stored?

We process and store your personal data as long as it is necessary for the fulfillment of our contractual and legal obligations, or you have given us your approval for longer storage. If the data is no longer required for the fulfillment of contractual or legal obligations, these data are deleted on a regular basis, unless their - temporary - further processing is required for the following purposes:

- Fulfillment of German commercial and tax-related retention requirements: the Commercial Code (HGB), the Tax Code (AO), the Money Laundering Act (GwG). The deadlines for storage and documentation are between two and ten years.

- Preservation of evidence in the context of the statutory statute of limitations. According to §§ 195 ff. Of the German Civil Code (BGB), these limitation periods can be up to 30 years, whereby the regular limitation period is 3 years.

7. What are my privacy rights?

Each affected person has

- the right to information (Art. 15 GDPR),
- the right to data correction (Art. 16 GDPR),
- the right to delete data (Art. 17 GDPR),
- the right to restriction of processing (Art. 18 GDPR),
- the right to contradict (Art. 21 GDPR) and
- the right to data portability (Art. 20 GDPR).

With regard to the right to information and the right to erase, the restrictions under §§ 34 and 35 German Federal Data Protection Act (BDSG) apply.

In addition, there is a right of appeal to a competent data protection supervisory authority (article 77 GDPR in conjunction with section 19 BDSG). You may revoke your consent to the processing of personal data at any time. This also applies to the revocation of declarations of consent that were issued to us before the validity of the General Data Protection Regulation before 25.05.2018. Please note that the revocation only works for the future. Processing that occurred before the revocation is not affected.

8. Is there a duty for me to provide data?

In the course of our activities, you must provide the personal data necessary for the commencement and performance of our services and the fulfillment of the associated contractual obligations or which we are legally obliged to collect. Without this data, we will generally have to refuse to execute the order or be unable to complete an existing order and may have to terminate it.

9. Is there an automated decision-making process?

In principle, we do not use automated automatic decision-making pursuant to Art. 22 GDPR to justify and implement the services.

10. Is there data profiling?

We sometimes process your data with the aim of evaluating certain personal aspects. In order to provide you with information and advice on products, we use evaluation tools. These enable needs-based communication and advertising.