

Privacy statement

For business partners

This privacy statement for business partners provides you with information on the processing of your personal data at Raziol Zibulla & Sohn GmbH.

Pursuant to Art. 4 lit. 1 GDPR, your personal data includes information relating to or enabling a relation to be established to your person, particularly through an assignment such as a name or to an organisation or customer number with which your person can be identified.

As the responsible body, we provide this privacy statement for business partners (**notification**) to explain the data processing process with regard to suppliers, customers and business partners (collectively referred to as **business partners**) and their employees in connection with Raziol Zibulla & Sohn GmbH.

Scope:

This notification applies if you are an independent business partner of Raziol Zibulla & Sohn GmbH or if you are an employee of a business partner acting on behalf of the business partner with Raziol Zibulla & Sohn GmbH.

Categories of personal data and data sources:

Raziol Zibulla & Sohn GmbH processes the following personal data from your company or third parties (e.g. your superior, authorities or public resources):

- **Personal data relating to independent business partners:** Name, business contact details, services or products provided, contractual information, communication content (e.g. emails or business letters), payment information, invoicing information and the business relationship history
- **Personal data relating to employees of a business partner:** Name, business contact details, name of employer, title/position and communication content (e.g. emails or business letters)

Data processing purposes, legal basis and consequences:

Your personal data is processed for purposes relating to the fulfilment of contractual relationships with the business partner (including the fulfilment of contractual performance obligations, invoice processing, communication and observance of statutory regulations) for marketing and CRM activities and for the prevention of fraud.

Data processing by Raziol Zibulla & Sohn GmbH is governed by the following legal bases:

- Fulfilment of the contractual relationship with the business partner (Art. 6 lit. b GDPR);
- Legitimate interest on the part of Raziol Zibulla & Sohn GmbH or third parties (e.g. government agencies or courts) (Art. 6 lit. f GDPR). The legitimate interest can, in particular, be the exchange of information throughout the group, marketing und CRM activities, the prevention of fraud, IT abuse, money laundering, operation of a whistleblower system, physical safety, IT and network security, internal investigations or potential mergers and takeover activities;
- Consent (Art. 6 lit. a GDPR);



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- Fulfilment of legal obligations (Art. 6 lit. c GDPR);

The provision of personal data is required for the conclusion and/or implementation of the business partner contract and is voluntary. However, a failure on your part to provide this data could delay business partner management and administrative processes or even render these impossible.

Recipient categories:

Raziol Zibulla & Sohn GmbH may employ service providers acting as processors for their support of IT and other administrative support (e.g. service providers who offer support relating to accounts payable or IT hosting and maintenance support). These service providers may have access to your personal data, in so far as this is necessary for the provision of such services.

Any accessing of your personal data is restricted to persons who require the information for the completion of their tasks.

Raziol Zibulla & Sohn GmbH may disclose your personal data if this is requested or demanded by government authorities, courts, external authorities or even similar third parties.

Retention period:

Personal data is stored by Raziol Zibulla & Sohn GmbH and our service providers as long as necessary to fulfil our obligations. Data is secured for as long as necessary for this purpose in compliance with applicable data protection legislation. As soon as Raziol Zibulla & Sohn GmbH no longer requires the data to fulfil contractual or legal obligations, it is removed from our systems and records and/or measures are taken to ensure that your personal data is correctly anonymised so that it is no longer identifiable, unless we need to retain personal data from you to conform to statutory or supervisory regulations to which Raziol Zibulla & Sohn GmbH is subject. For example, different statutory retention periods are specified in the commercial and tax codes which are mainly between 6 and 10 years, or we need to secure evidence within the statute of limitations which is normally 3 years, but can also extend for up to 30 years.

Your rights:

If you have granted your consent with regard to certain processing activities, you can revoke this consent at any time with effect for the future. This revocation will not influence the prior processing of data.

According to valid data protection legislation, you have the following rights: a) To view your personal data; b) To call for the correction of your personal data; c) To request the deletion of your personal data; d) To call for restrictions during processing of your personal data; e) To request the transfer of your personal data; f) To object to processing of your personal data. Please note that the abovementioned rights may be limited by national law.



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- a) **Right to information:** You have the right to request confirmation from us as to whether we are processing your personal data and to obtain access to this data. Access information includes the purpose of processing, categories of personal data, the persons involved and recipients or categories of recipients. However, this is not an absolute right, and the interests of other individuals may restrict your right to access.

You have the right to obtain a copy of the personal data being processed.

We are entitled to charge a reasonable fee for administrative costs for further copies requested by you.

- b) **Right to correction:** You have the right to demand that we correct incorrect personal data relating to you. Depending on the purpose of processing, you have the right to have incomplete personal data completed through an additional declaration.
- c) **Right to deletion (right to be forgotten):** You have the right under certain circumstances to deletion of personal data relating to you.
- d) **Right to restricted processing:** You have the right under certain circumstances to obtain a restriction of processing of your personal data from us. The relevant data is marked under these circumstances and only processed for a particular purpose.
- e) **Right to data transfer:** You have the right under certain circumstances to obtain the personal data provided by you in a structured, frequently used and machine-readable format and are entitled to transfer this data unhindered to another company.
Please contact us as specified in the “Questions” section to exercise your rights.
You also have the right to lodge a complaint with the responsible supervisory authority.

Right of objection pursuant to Art. 21 General Data Protection Regulation

For reasons that arise from his or her particular situation, the data subject has the right to object to processing of personal data relating to him or her which occurs on the basis of Article 6 (1) e or f.

As Raziol Zibulla & Sohn GmbH primarily processes and uses your personal data for purposes relating to the contractual relationship with you, Raziol Zibulla & Sohn GmbH essentially has a legitimate interest in processing your data which, conversely, will cancel your application for restriction.



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Raziol Zibulla & Sohn GmbH does not employ any automated decision-making methods.

Questions:

If you have any questions regarding the notification or your rights, please contact

[mailto:QM@Raziol.com?subject=Fragen zum Datenschutz](mailto:QM@Raziol.com?subject=Fragen%20zum%20Datenschutz)

You can contact the Data Protection Officer at Raziol Zibulla & Sohn GmbH through the following contact data:

Lawyer Stefan Harmuth
Hindenburgstraße 36
58636 Iserlohn
datenschutz@raziol.com

