

## Information on the collection of personal data according to Art. 13 GDPR

With the following information, we would like to inform you as a customer, business partner, applicant, supplier or interested party or as a contact person of a business partner, supplier or interested party about the processing of your personal data.

### § 1 Contact details

**Controller:**

DBK David + Baader GmbH  
Nordring 26  
D-76761 Rülzheim  
Tel.: +49-(0)7272 7704 - 10  
E-Mail:  
[Datenschutzbeauftragter@dbk-group.com](mailto:Datenschutzbeauftragter@dbk-group.com)

**Competent data protection supervisory authority:**

Der Landesbeauftragte für den  
Datenschutz und die Informationsfreiheit  
Rheinland-Pfalz  
Postfach 30 40  
55020 Mainz

E-Mail: [poststelle@datenschutz.rlp.de](mailto:poststelle@datenschutz.rlp.de)

**Data Protection Officer:**

CTM-COM GmbH  
Marienburgstraße 27  
64297 Darmstadt  
Tel.: +49 6151 3942-72  
E-Mail: [datenschutz@ctm-com.de](mailto:datenschutz@ctm-com.de)

**Other Controller:**

DBK EMS GmbH & Co. KG  
Nordring 26  
D-76761 Rülzheim  
Tel.: +49-(0)7272 7704 - 10  
E-Mail:  
[Datenschutzbeauftragter@dbk-group.com](mailto:Datenschutzbeauftragter@dbk-group.com)

### § 2 Information on the processing of personal data:

#### (1) Purpose of the processing of your personal data and the legal basis for the processing

Your personal data is processed insofar as this is necessary for the initiation or execution of a contract, including the establishment of an employment relationship, as well as for the implementation of other business relationships (including correspondence, the processing of purchase orders, deliveries or payments) or for the preparation of or response to requests for quotations, for the determination of the terms of the contractual relationship and with regard to product development activities, or for the protection of the legitimate interests of **DBK David + Baader GmbH**.

In the case of an application, the processing is carried out solely for the purpose of assessing your suitability, ability and professional performance with regard to the position for which you are applying.

The legal basis, insofar as the processing takes place for the purpose of initiating or executing a contract, is Art. 6 para. 1 p. 1 lit. b GDPR. If this is not the case, your personal data is processed to protect the legitimate interests of **DBK David + Baader GmbH** according to Art. 6 para. 1 p. 1 lit. f or to fulfil legal obligations according to Art. 6 para. 1 p. 1 lit. c GDPR.

We also process your personal data for certain purposes (e.g. for longer storage) if you have given us your consent to data processing within the meaning of Art. 6 Para. 1 S. 1 lit. a GDPR in conjunction with Art. 7 GDPR.

## **(2) The following categories of data are collected:**

### **(a.) Business or contractual relationships:**

We process personal data that we receive from you in the course of our business or contractual relationship, as well as from your customers, suppliers or interested parties in the course of orders placed by you. In addition, we process personal data that we permissibly obtain from public directories and official notices and other generally accessible sources or that are made available to us by contractual partners. Relevant personal data for the processing of business relationships are, in addition to **personal details or master data** (name, address, associated company, function and contact details), data on **current and previous orders, payment and billing data, usage data and logs as well as advertising and sales data and information** comparable to the categories mentioned.

### **(b.) Applications:**

As part of the **application process**, we process personal data such as:

- Personal details (surname, first name, date of birth)
- Address data (address, place of residence)
- Contact details (telephone no., e-mail address)
- Application data (e.g. cover letter, references, CV)
- Special personal data (health data such as illnesses and disabilities) if these are provided by you voluntarily

## **(3) Recipients or categories of recipients of the data:**

Within the company, those departments receive your data that need it to fulfil the employment relationship and legal obligations. Processors employed by us may also receive data for these purposes. These processors are companies in the categories, IT services, logistics, printing services, telecommunications, marketing, pensions and accounting.

Companies in the categories of legal and tax advice, debt collection agencies and auditing may also receive data for these purposes.

We will only pass on your data to third parties for their own use if and insofar as consent has been given or contractual and/or legal regulations provide for this. Third parties in the above sense are public bodies/authorities and private companies.

In addition, to the extent permitted by law, we may transfer your personal data to authorities (e.g. social insurance institutions, financial authorities or law enforcement agencies) and courts in Germany and abroad in order to fulfil legal obligations or in the interests of the company .

If data is transferred to countries outside the European Union (so-called third countries), we ensure before the transfer that the data transfer is either covered by a legal authorisation, guarantees exist for an appropriate level of data protection with regard to the data transfers (e.g. through the agreement of contractual guarantees, officially recognised regulations or binding internal data protection regulations at the recipient) or you have given your consent to the data transfer.

## **(4) Duration of data storage**

The personal data collected by us as part of the contract will be stored for the duration of the business relationship and deleted thereafter unless we

- are obliged to store data for a longer period of time pursuant to Article 6 para. 1 lit. c GDPR due to **retention and documentation obligations** (e.g. from German Commercial Code (HGB), German Criminal Code (StGB) or German Tax Code (AO))
- or if there is a **legitimate interest in storing the data** in accordance with Article 6 (1) f GDPR, e.g. during the current limitation period, which is usually three years, but in certain cases can be up to 30 years,
- or you have **consented to** further storage in accordance with Art. 6 Para. 1 lit. a GDPR.

If your application is successful, your personal data will be placed in your personnel file and used to implement and terminate the employment relationship. If we are currently unable to offer you employment, we will continue to process your data in accordance with Art. 6 (1) f GDPR for up to six months after sending the rejection in order to defend ourselves against any legal claims.

In the event of your consent to the storage of your data beyond the prescribed duration, the duration may be correspondingly longer (max. two years).

As soon as the storage of the data is no longer required to carry out the aforementioned storage purposes, your data will be deleted immediately.

### **§ 3 Your rights as a data subject:**

As a data subject of this data processing, you have the following rights which you can exercise against us and/or our service providers:

- Right to information,
- Right to rectification or erasure,
- Right to restriction of processing,
- Right to object to processing,
- Right to data portability.

You are welcome to contact the e-mail address [Datenschutzbeauftragter@dbk-group.com](mailto:Datenschutzbeauftragter@dbk-group.com) to exercise your data protection rights.

You have the right to complain to the competent supervisory authority (see above) in the event of a data protection breach or the suspicion of a data protection breach.

### **§ 4 Reason for providing your data and possible consequences of not providing it**

If you do not provide us with your personal data, we will not be able to process it for the purposes listed under § 2 (1).

### **§ 5 Revocation of consent**

You have the right to revoke any data protection consent that you have given to our company at any time. If you revoke your consent, the lawfulness of the processing carried out on the basis of your consent up to the time of revocation will not be affected.

You are welcome to contact the e-mail address [Datenschutzbeauftragter@dbk-group.com](mailto:Datenschutzbeauftragter@dbk-group.com) to withdraw your consent.

### **§ 6 Note**

This information obligation is valid in its current version. Due to changes in legal or official requirements, it may become necessary to adapt this information.

This letter is for your information only. You do not have to take any action. If you have any questions, comments or suggestions regarding this information letter or our handling of data protection, please contact our data protection officer (see above).