

Privacy Notice regarding the collection of personal data in accordance with Articles 13, 14 and 21 of the General Data Protection Regulation (GDPR) for our business partners

This notice provides you with information about the processing of your personal data and your rights under data protection law. The specific data processed and the manner in which this is done depend largely on the nature and scope of the respective business relationship or service.

Data controller and who to contact:

Data controller:

Holzmedia GmbH
Neue Straße 10
71576 Burgstetten
Telephone: +49 7191 3447-0
Email: info@holzmedia.de

Data Protection Officer:

EmEtz GmbH
Email: datenschutz@holzmedia.de

What data we process, why we process your data (purposes of processing) and on what legal basis we do so:

We process personal data in compliance with the EU General Data Protection Regulation (GDPR) and all other relevant laws. The processing of personal data (Art. 4(2) GDPR) is generally always necessary if a business relationship with you is being established or already exists. The specific purposes arise from the nature of the agreed service. Below, we explain the “core processing activities” within our company. In addition, there may be further processing operations, about which you will be informed separately during the relevant process.

- **To fulfil contractual and pre-contractual obligations (Art. 6(1)(b) GDPR)**

Data processing primarily serves to initiate, carry out and manage our business relationships. This includes, in particular, all data processing in connection with the preparation of quotations, orders and invoices, as well as the delivery of goods/services, including the management of customer and supplier master data. This also includes online meetings in connection with our business relationships; we do not, as a rule, make any recordings.

- **On the basis of your consent (Art. 6(1)(a) GDPR, Art. 9(2)(a) in conjunction with Art. 7 GDPR)**

If you have given us your consent to process certain data (e.g. for newsletters, direct marketing, appointment reminders or the publication of images), processing takes place on this basis. Consent once given may be withdrawn at any time. Please note that withdrawal takes effect for the future. Processing carried out prior to this withdrawal remains unaffected.

- **In the context of balancing of interests (Article 6(1)(f) GDPR)**

Where necessary, we also process your data to safeguard our legitimate interests or those of third parties. This applies in particular to the investigation of criminal offences and the safeguarding of IT security and IT operations.

▪ **Processing based on legal requirements (Art. 6(1)(c) GDPR)**

In the context of legal obligations, your personal data is processed in particular to comply with retention periods under commercial and tax law, as well as to provide any necessary information to authorities. We also process your data to fulfil our legal obligations in the areas of invoicing and bookkeeping.

What categories of data do we use and where do they come from?

The categories of personal data processed include, in particular, your master data (such as name, contact details), contract and billing data (such as bank details). We also process log and protocol data. For online meetings, we process the data required for the meeting (e.g. user details, meeting metadata, connection data and, where applicable, the data you enter during the online meeting).

Your data is generally collected directly from you. In addition, we obtain data from third parties where necessary. This includes, amongst other things, data provided by authorities and public bodies (such as tax offices).

To whom is the data disclosed (categories of recipients):

Data processing within the company:

We have consolidated certain data processing operations within our company. These are carried out centrally by specialised departments. In this context, your data may be processed for purposes such as telephone customer service, invoice processing or mail handling.

External contractors and service providers (this also includes data processors):

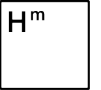
In addition, to fulfil our contractual and legal obligations, we sometimes use various service providers within the framework of data processing (e.g. external paper disposal companies).

Furthermore, we may transfer your personal data to other recipients outside the company where this is necessary to fulfil contractual and legal obligations or for the purposes of work organisation. These may include, for example:

- Public authorities (e.g. tax authorities)
- Courts
- Banks
- Leasing companies
- Insurance companies
- Transport companies
- IT service providers

Duration of data storage:

Where necessary, we process and store your personal data for the duration of our business relationship. This also includes the initiation and execution of a contract or order. In addition, we are subject to



various retention obligations, which arise, amongst other things, from the German Commercial Code. Finally, the storage period is also determined by the statutory limitation periods, which are generally 3 years but can also be up to 30 years.

Data transfer to third countries:

Personal data will only be transferred to third countries (countries outside the EU and the European Economic Area (EEA)) or to an international organisation where this is necessary for the initiation and performance of a contract, where the transfer is required by law, or where you have given us your consent, and only in compliance with the relevant data protection requirements.

Data subject rights:

You may request information about the data stored about you using the contact details provided above (Art. 15 GDPR). Furthermore, under certain conditions, you may request the rectification or erasure of your data (Articles 16 and 17 of the GDPR). You have the right to request the restriction of the processing of your personal data (Article 18 of the GDPR). In addition, you have the right to receive the data you have provided in a structured, commonly used and machine-readable format (Article 20 of the GDPR).

Is there an obligation to provide data?

In the context of establishing or maintaining a business relationship with us, you are generally only required to provide the data we need to establish, carry out or terminate that relationship. Without the provision of the necessary data, we may have to refuse to establish a business relationship, may be unable to carry it out, or may even have to terminate it.

Right to lodge a complaint:

You have the option of lodging a complaint with the Data Protection Officer mentioned above or with a data protection supervisory authority.

Right to object:

If we process your data to safeguard legitimate interests, you may object to this processing if your particular situation gives rise to reasons that speak against the data processing. We will then no longer process your personal data, unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves to establish, exercise or defend legal claims.