

# Data protection declaration in accordance with the EU General Data Protection Regulation for the business partners and contact persons of

## IBH Elektrotechnik GmbH

With the following information, we would like to give you an overview of the processing of your personal data by us and your rights under Data Protection Law. The data processed in detail primarily depends on the type and scope of the existing business relationship.

Please also pass this information to the authorised representatives and contact persons in your company.

### Handling the personal data

Personal data is information that can be used to identify a person, i.e. information that can be traced back to a person. This includes, for example, the name, the email address or telephone number.

### Responsibilities

The data protection officer is responsible for your data and any queries in this regard:

IBH Elektrotechnik GmbH  
Gutenbergring 35  
22848 Norderstedt  
GERMANY

Managing Director: Henning Sauerland  
Data protection officer: Andreas Heppner  
Tel. +49 40 52 30 52 22  
Email [Heppner@IBH-Elektrotechnik.de](mailto:Heppner@IBH-Elektrotechnik.de)

### What data do we use and how do we collect it?

You can always visit our websites without specifying any personal data. Personal data is collected, used and forwarded by us only if this is permitted by law or if the user has given a consent to the data collection, e.g. by making a product or information enquiry by entering his/her contact details for reply. In this case, cookies may also be used. You will be informed about the same on the website. Your personal data will not be forwarded, sold or otherwise transferred to third parties.

### Access data/server log files

We (or our web-space providers) collect data about every access to our website (so-called server log files). This access data includes:

Name of the website accessed, file, date and time of access, amount of data transferred, notification of successful access, browser type and version, operating system and the IP address of the user with which the requesting provider can also be traced.

The log data is only used for statistical evaluations for the purpose of operation, safety and optimisation of the site. However, we reserve the right to check the log data subsequently if there is a justified suspicion of illegal use based on specific evidence.

### Contact

Within the framework of the initiation and execution of the business relationship, we especially process the following data categories of our business partners and their contact persons which we have received directly from them for the fulfilment of contracts or on the basis of consents given. On the other hand, we process data that we have legitimately obtained from publicly accessible sources:

Interested parties:

Personal/contact data such as first name, surname, company, address, communication data

Customers / suppliers / service providers:

Personal/contact data such as first name, surname, company, address, communication data  
contract and billing data such as bank account details, tax or VAT ID numbers, goods and invoice data

#### Employees:

Personal/contact data such as first name, surname, date of birth, address and communication data, entry data, tax and social insurance relevant information, certificates and assessments.

#### Purpose and legal basis of data collection

The object of our company is the sale electro-technical and pneumatic products and related services. Data is processed for these purposes and in compliance with the provisions of the EU General Data Protection Regulation (DSGVO), the Federal Data Protection Act (BDSG) and all other relevant laws (e.g. HGB). It can be divided into the following areas:

**- For the execution and fulfilment of a contract or for pre-contractual measures - (Art. 6, paragraph 1b) DSGVO**

The processing of personal data primarily serves the fulfilment of contracts with our customers, suppliers and service providers. This also includes the execution of pre-contractual measures, e.g. by request of a business partner.

**- Within the scope of an analysis of interests - (Art. 6, paragraph 1f) DSGVO**

If necessary, we process your data beyond the actual execution of the contract in order to protect the legitimate interests of us or third parties.

Examples:

- Review and optimisation of procedures for requirements analysis and direct communication with customers
- Assertion of legal claims and defence in case of legal disputes
- Ensuring IT security and IT operation

**- On the basis of a consent - (Art. 6, paragraph 1a) DSGVO**

If you have given us your consent to process personal data for specific purposes (e.g. for newsletters, trade fair information, campaigns), the legality of such processing is based on your consent. Such consent can be revoked at any time with effect for the future. This also applies to the revocation of declarations of consent that were issued to us before the DSGVO became valid, i.e. before 25 May 2018. Please note that the revocation will only take effect in the future. Processing that took place before the revocation is not affected by this.

**- Due to legal requirements (Art. 6, paragraph 1c) DSGVO or in the public interest (Art. 6, paragraph 1e) DSGVO**

In addition, we are subject to various legal obligations, i.e. legal requirements, such as tax regulations, customs regulations, etc.

#### Who has the access to your personal data

Within our company, those departments that need to access your data in order to fulfil our contractual and legal obligations and/or the above-mentioned purposes.

Personal information will be disclosed outside the company only if it is essential to do so by law or if you have given your consent. All internal employees are obligated to maintain secrecy. External recipients are also obliged to comply with data protection regulations.

Under these prerequisites, recipients of personal data may be:

- Public authorities and institutions in the case of a legal or official obligation
- Order processors, to whom we send personal data in order to carry out the business relationship with you (e.g. contract manufacturers, maintenance of IT systems, data destruction, payment transactions, accounting, auditors)
- The bodies, for which you may have given us your consent for data transfer.

#### Duration of data storage

We process and store your personal data as long as it is necessary to fulfil the above-mentioned purposes. It must be noted that our business relationship is normally long-term in nature. If the data is no longer required for the fulfilment of contractual or legal obligations, then it must be regularly deleted or pseudonymised unless its temporary further processing is required for the following purposes:

- Compliance with commercial and tax retention periods, e.g. in accordance with the German Commercial Code or Fiscal Code. The durations stated there are for up to 10 years.
- Storage of quality-relevant data related to the EN 9100ff standard
- Preservation of evidence within the framework of the statute of limitations (e.g. §§ 195ff. BGB).

#### Right to information, deletion of data

Every person concerned has the right to **information** according to Art. 15 of the DSGVO, the right to **correction** according to Art. 16 of the DSGVO, the right to **deletion** according to Art. 17 of the DSGVO, the right to **limitation of processing** according to Art. 18 of the DSGVO, the right to **objection** according to Art. 21 of the DSGVO, and the right to **data transfer** according to Art. 20 of the DSGVO. Restrictions according to §§ 34 and 35 of the BDSG are applicable to the right to information and the right of deletion. In addition, you have the **right to lodge a complaint** to the responsible data protection supervisory authority (Art. 77 of the DSGVO in conjunction with § 19 of the BDSG). You can revoke your consent to the processing of personal data at any time.

#### Provision of data from your side?

Within the scope of our business relationship, you must provide the personal data that is necessary for the establishment and execution of a business relationship and the fulfilment of the associated contractual obligations or the data that we are legally obliged to collect.