

# Information to be provided where personal data are collected from the data subject according to Art. 13 GDPR

## 1. Name and contact data

<b>Controller as defined in Art.13 Section 1 lit. a) GDPR:</b> IFO Institut für Oberflächentechnik GmbH Alexander-von-Humboldt-Str. 19 D-73529 Schwäbisch Gmünd Phone: +49 (0) 7171/104080 E-Mail: <a href="mailto:info@ifo-gmbh.de">info@ifo-gmbh.de</a> Managing Director: Michael Müller, Marc Holz	<b>Data protection officer:</b> Manuel Dreyer Qubus Planung und Beratung Oberflächentechnik GmbH Alexander-von-Humboldt-Str. 19 D-73529 Schwäbisch Gmünd Phone: +49 (0) 7171/1040860 E-Mail: <a href="mailto:dsb@ifo-gmbh.de">dsb@ifo-gmbh.de</a>
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## 2. Purposes and lawfulness of processing

IFO GmbH processes the following personal data of their business partners:

- The personal data of business partners or their contact persons are processed for the purpose of order processing and correspondence including last name, first name, postal address, phone number, fax number, e-mail address. Art. 6 Section 1 lit. b) GDPR shall be the legal basis.
- Additionally, bank details are processed for the purpose of accounting and invoicing. Art. 6 Section 1 lit. b) GDPR shall be the legal basis.
- IFO GmbH has a legitimate interest in processing personal data of third parties or customers who are known to IFO GmbH for the purpose of self-promotion. Art. 6 Section 1 lit f) GDPR shall be the legal basis.

## 3. Legitimate interests of IFO GmbH

- For the purpose of self-promotion, IFO GmbH may send advertising material to the e-mail address or postal address of their customers. Art. 6 Section 1 lit. f) GDPR shall be the legal basis.

## 4. Recipient of the personal data

- IFO GmbH transfers personal data for the purpose of tax accountancy to Zöllner & Zöllner.
- IFO GmbH transfers personal data for the purpose of accounting and order management to Intelligence AG and SAP AG.
- For the purpose of order processing, data may be transferred to affiliated companies in Germany and the European Union.

## 5. Transfer to third countries

- If necessary, we are saving personal data with Dropbox Inc., USA.
- Contact data which are necessary for communication may be saved with Apple Inc, USA.

## 6. Storage time

- Personal data (name, postal address, phone number, fax number, e-mail address) which are necessary for order management and/or correspondence shall be erased 6 years after termination of the purpose unless there are other legal retention periods (e.g. expert opinions, § 14 Section 1 SVO). In that case, the personal data will be erased without delay at the end of the legal retention period.
- Personal data which are necessary for the invoicing of orders (name, postal address, phone number, fax number, e-mail address) shall be erased after 10 years.
- In case of revocation of the consent the data shall be erased without delay.

## 7. Rights of the data subject

The data subject has the right of access (Art. 15 GDPR) as well as the right to rectification (Art. 16 GDPR), or erasure ("right to be forgotten") (Art. 17 GDPR), or restriction of processing (Art. 18 GDPR), or the right to object to the processing (Art. 21 GDPR) as well as the right to data portability (Art. 20 GDPR).

The data subject has the right to withdraw his or her consent to processing his or her personal data at any time. This withdrawal shall not affect the legality of the processing carried out on the basis of the consent until revocation.

Furthermore, the data subject shall be entitled to file a complaint with a data-protection supervisory authority.