

SCHORN & GROH <small>Furniere. Schnittholz. Fixmaße. Veneers. Lumber. Spliced veneers.</small>	Information	Dok.-Nr.	INF 250e
	Information letter for customers and business partners on the collection of personal data pursuant to Art. 13 and 14 DS-GVO	Stand: Revision:	02/2023 003

Ladies and Gentlemen,

With this letter, we would like to inform you that we, the

Schorn & Groh GmbH
Printzstraße 15 – 17
76139 Karlsruhe
Germany

process your personal data in accordance with the provisions of the General Data Protection Regulation, in German law "Datenschutz-Grundverordnung" ("DS-GVO") and the new Bundesdatenschutzgesetz (BDSG).

1. name and contact details of the responsible person

(Art. 13 para. 1 lit. a; 14 para. 1 lit. a DS-GVO)

The responsibility for compliance with the provisions of the DS-GVO lies with the managing directors of our company:

Mr. Rolf Loose-Leonhardt,
Mr. Axel Groh

2. contact details of the data protection officer

(Art. 13 para. 1 lit. b; 14 para. 1 lit. b DS-GVO)

The external data protection officer is for us:

Datenschutz Prinz GmbH
Mr. Dipl.-Inf. (FH) Tim Prinz
Südliche Ringstraße 26
91126 Schwabach
Phone: 091 22 /6 93 73 02
e-mail: info@datenschutz-prinz.de

3. categories of personal data

(Art. 14 para. 1 lit. d DS-GVO)

The personal data processed by us includes, but is not limited to, the following:

- Identifying data, such as your first and last name;
- Contact information, such as your address, telephone number and e-mail address;
- Contract data
- Payment/financial information, e.g. account information;
- other personal data that you disclose voluntarily.

4. sources of personal data

(Art. 14 para. 2 lit. f DS-GVO)

As a rule, you have provided us with your personal data yourself. In this case it is important that this data is correct and that you support us in keeping it up to date.

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There may be situations where the data is obtained from other sources, e.g:

- Information about your financial situation and creditworthiness obtained through credit agencies;
- Certain publicly available information from public sources (including the Internet).

5. purpose of the processing

(Art. 13 para. 1 lit. c; 14 para. 1 lit. c DS-GVO)

We process your data for our own purposes (in particular for contract execution, payment processing, customer administration and invoice processing, reporting, offer preparation) as well as for the fulfilment of legal and official obligations.

6. legal basis of the processing

(Art. 13 para. 1 lit. c; 14 para. 1 lit. c DS-GVO)

The legal basis for the processing of personal data of our business partners and customers is article 6 paragraph 1 letter b) DSGVO (data processing for the fulfilment of a contract) in conjunction with article 6 paragraph 1 letter e) DSGVO (data processing for own purposes). A further legal basis can be consent within the meaning of Art. 6 para. 1 lit. a DS-GVO. Processing may also be permitted if it is necessary to fulfil a legal obligation to which we are subject (Art. 6 para. 1 lit. c DS-GVO) or if it is necessary to safeguard our legitimate interests or those of a third party (Art. 6 para. 1 lit. f DS Block Exemption Regulation).

7. legitimate interests of the responsible person

(Art. 13 para. 1 lit. d; 14 para. 2 lit. b DS-GVO)

Processing is only necessary in justified individual cases for the protection of our the legitimate interests or those of a third party.

8. recipients or categories of recipients

(Art. 13 para. 1 lit. e; 14 para. 1 lit. e DS-GVO)

Your personal data will be forwarded to the internal operating units and external departments of our company responsible for the contractual relationship.

In addition, your personal data may be forwarded to our service providers (e.g: payment, infrastructure, system administration, consulting, waste disposal, data destruction and billing service providers). The service providers commissioned by us (order processors) have been selected and checked by us. In addition, we conclude an agreement with each order processor on order processing in accordance with Art. 28 DS-GVO.

In order to carry out your request or to fulfil a legal obligation, it may be necessary to pass on your personal data to other third parties, such as a tax advisor, a chartered accountant, lawyers, authorities, courts, banks and the tax office.

In addition, your personal data may also be disclosed to other parties if such disclosure is made with your consent or is necessary to comply with legal obligations or to establish, file or defend an actual or potential claim.

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9. transfer of data to third countries/ international organisations

(Art. 13 para. 1 lit. f; 14 para. 1 lit. f DS-GVO)

Your data will be stored on protected servers in Europe in compliance with data protection regulations. Access to your personal data is only granted to our employees who need it for the performance of their employment relationship, for the fulfilment of contractual and legal obligations or for the fulfilment of their respective tasks.

If the processing of your personal data leads to the transfer to countries outside the EU or the EEA or to service providers from countries outside the EU or the EEA (so-called third countries), we conclude the necessary data protection contracts, in particular the agreement on order processing and the EU standard contract.

10. duration of storage

(Art. 13 para. 2 lit. a; 14 para. 2 lit. a DS-GVO)

We store your data only until the contractual purpose is fulfilled and no other legal storage obligations exist.

If you have given us your consent, we will store your data until you withdraw your consent, unless there is another legal basis for the processing of your data.

For commercial and tax documents (e.g. invoices & accounting documents, business letters, etc.), the statutory retention period applies.

11. your rights as a concerned party

(Art. 13 para. 2 lit. b and c; 14 para. 2 lit. c to e DS-GVO)

If you have given us your consent to process your data, you can revoke it at any time with effect for the future (Art. 13 para. 2 lit. c DS-GVO).

According to Art. 15 DS-GVO, you can obtain information about your data processed by us at any time. In particular, you can request information on the purposes of the processing, the categories of data processed, the categories of possible recipients and the planned storage period.

In addition, you are entitled to demand correction if the data is incorrect in accordance with Art. 16 DS-GVO.

In addition, according to Art. 17 DS-GVO you can demand the deletion of data if the storage of the data is no longer necessary; you have withdrawn your consent to data processing and there is no other legal basis for the processing; you have objected to the processing and there are no prior, legitimate reasons for the further processing of your data; your data have been processed unlawfully or if there is a legal obligation to delete under EU or national law.

In addition, you have the right under Art. 18 DS-GVO to limit the processing if you dispute the accuracy of the data for a period of time which enables us to verify the accuracy of the data or the processing is unlawful but you refuse to delete the data; the purpose of the processing has ceased but the data is necessary for the assertion of your legal claims or if

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you have objected under Art. 21 DS-GVO and it is not yet clear whether the legitimate reasons for the processing outweigh your interests.

Furthermore, according to Art. 20 DS-GVO, you have the right to receive the data concerning you in a common, structured and machine-readable format (data transferability). In addition, under certain circumstances you may request to have your data transmitted directly by us, as far as this is technically possible.

You have the right to object to the use of your data for the above-mentioned purposes at any time (Art. 21 DS-GVO).

If you wish to revoke your consent or assert the aforementioned rights, please write to us at **Schorn & Groh GmbH, Printzstraße 15 - 17, 76139 Karlsruhe, Germany** or send an e-mail to info@sg-veneers.com.

12. **right of appeal to a supervisory authority**

(Art. 13 para. 2 lit. d; 14 para. 2 lit. e DS-GVO)

You can lodge a complaint with the supervisory authority responsible for you at any time (Art. 77 DS-GVO). Your competent supervisory authority depends on your residence. You will find a list of the supervisory authorities (for the non-public sector for Germany) with their addresses under:

https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/addresses_links-node.html

13. **provision of personal data**

(Art. 13 para. 2 lit. e DS-GVO)

The provision of the data is required by law or contract or is necessary for the conclusion of a contract.

Various personal data (e.g. name, address, etc.) are required to facilitate a contractual relationship. Further personal data are required for invoicing and payment processing (e.g. invoice recipient and address, account data, etc.).

If personal data is not provided, proper fulfilment of contractual or legal obligations cannot be guaranteed.

14. **automated decision-making, including profiling**

(Art. 13 para. 2 lit. f; 14 para. 2 lit. g DS-GVO)

There is no automated decision-making including profiling (pursuant to Art. 22 DS-GVO).

15. **information about a possible change of purpose of the data processing**

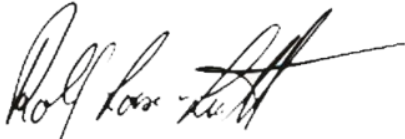
(Art. 13 para. 3; 14 para. 4 DS Block Exemption Regulation)

We will only process your personal data for the above-mentioned purposes.

In the event of a change in the purpose of data processing, we will inform you of this other purpose in good time prior to further processing.

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Yours sincerely



Rolf Loose-Leonhardt
Managing Director
Schorn & Groh GmbH