

METALLART Treppen GmbH | Hauffstr. 40 | 73084 Salach | Germany

## Information on the processing of supplier data in accordance with Art. 13 GDPR (DSGVO)

### **Responsible party:**

METALLART Treppen GmbH, represented by the managing directors Steffen Bayer and Hannes Mutscheller, Hauffstraße 40, 73084 Salach, Germany, Tel: +49(0)7162 93200-0, e-mail: [info@metallart.com](mailto:info@metallart.com)

### **Data protection officer:**

Martin Hanak, Tel: +49 (0)7161 3540262, e-mail: [info@hanak-datenschutz.de](mailto:info@hanak-datenschutz.de)

### **Purposes of the processing activity:**

The purpose of data processing is the arrangement of appointments and order processing with suppliers. In addition, we receive contact data (e.g. in the form of business cards) from data subjects for possible future cooperation.

### **Legal basis of the processing activity:**

The processing is necessary for the fulfilment of a contract or a pre-contractual measure pursuant to Art. 6 para. 1 lit. b GDPR.

In addition, the processing is necessary for the fulfilment of the legal obligation regarding the statutory retention of tax-relevant documents pursuant to Art. 6 para. 1 lit. c GDPR.

In Germany, there are numerous legal bases for the processing of your data. The following are examples of the legal bases for processing data based on statutory retention periods, which result for the processing activity described here primarily from § 147 AO (German Fiscal Code) and § 14 UStG (Value Added Tax Act).

### **Categories of recipients:**

The data is processed within the scope of the intended purpose in compliance with the respective data protection regulations or any existing declarations of consent and, if necessary, transmitted to other recipients and third parties. These may include in particular:

#### Internal recipients:

- Managing directors
- All employees

#### External recipients:

- Tax consultants
- Customs authorities
- Processors within the meaning of the GDPR

External data processors can be, for example, those in the areas of hosting, maintenance and servicing of IT systems or the company website. These are usually processors within the meaning of Art. 4 No. 10 GDPR, so that the processing of data by them does not constitute a transfer within the meaning of Art. 4 No. 2 GDPR.

In the fulfilment of statutory transmission obligations, the recipient may also be the tax office, in particular in accordance with the German Fiscal Code (§ 147 AO) and the Value Added Tax Act (§ 14 UStG).

**Data transfer to a third country:**

The relevant personal data will be processed within Germany, the EU or the European Economic Area. In all these countries, there is a uniformly high level of data protection due to EU General Data Protection Regulation, according to which your data is extensively protected.

There is no planned transfer to third countries.

**Storage period of personal data:**

Data with a contractual context is stored for 10 years and then deleted. This corresponds to the statutory retention period according to § 147 AO (German Fiscal Act). Unless there are any other contractual or statutory retention periods, personal data will be deleted after fulfilment of the purpose.

**Rights of the data subject:**

You have a right to obtain access (pursuant to Art. 15 GDPR) from the responsible party to the personal data concerning you and to rectification (Art. 16 GDPR), erasure (Art. 17 GDPR) and restriction of processing (Art. 18 (1) GDPR). You also have the right to object to the processing (Art. 21 GDPR) and the right to data portability (Art. 20 GDPR).

If you would like to exercise your rights, please contact the data protection officer named above.

You have the right to lodge a complaint with the competent supervisory authority.

**Obligation to provide personal data:**

The above-mentioned legal bases require the mandatory collection of your data. Without the provision of this data, an intended purchase/service contract cannot be concluded or continued with you.

The collection and processing of the data is a prerequisite for the billing of the goods or services purchased from us. If the required information is not provided, invoicing as part of the contract cannot take place either.

**Automated decision-making:**

There will be no automated decision-making or profiling carried out.

