

Data Protection Guidelines – Information for Customers of the GBA Group

(Updated: July 12th, 2018)

Protecting your privacy is an important issue for all of the companies in the GBA Group. We process personal data that is gathered from you in a confidential manner and in strict accordance with legal regulations. According to the General Data Protection Regulation, we are obligated to provide you with the following information when we collect personal data from you.

Responsible Site

The responsible site for the processing of your data is GBA Gesellschaft für Bioanalytik mbH, represented by Mark Piekereit.

Our contact information is as follows:

Goldtschmidtstraße 5, 21079 Hamburg, m.piekereit@gba-group.de

Data Protection Officer

For all questions regarding the topic of data protection, please contact our external data protection officer at datenschutz@gba-group.de or at the street address listed above, with the addition of the title "Data Protection Officer."

Processing Personal Data

We collect, process and use your personal data only when there is a lawful basis to do so or if you have expressly provided us with your consent.

The following types of data are processed:

- Communication data (e.g. name, telephone number, e-mail address, postal address)
- Contractual data (contractual relationship, products and/or contract of interest)
- Customer history
- Data concerning invoicing and payment
- Reported data (from third parties, e.g. credit agencies or from public records)

Purpose of Collection and Legal Basis

We collect, process, and use this data for the following purposes:

Fulfilling the contract in accordance with our Terms & Conditions, including invoicing. For the invoicing, the sale of outstanding claims may also be included. (Legal basis: contract fulfillment and/or in selling outstanding claims, a justified interest on our part in the efficient management of accounts receivable.)

Marketing our own services within a legally permissible scope. (Legal basis: a justified interest on our part, as long as this is conducted in accordance with the data privacy guidelines as well as laws governing fair competition.)

Forwarding Data/Recipients

Fundamentally, your personal data is only transmitted to other responsible parties insofar as this is required in order to fulfill the contract or if your consent is provided. Under no circumstances do we forward your data to third parties for the purpose of advertising. There are no plans to transfer your data to non-EU countries. If necessary, we forward your data to the following recipients:

- Companies of the GBA Group as well as internal departments that are assigned with processing your concern or your order,
- Tax agencies, auditors, and other agencies, if we are convinced in good faith that we are required by law or other provisions to forward this data,
- External suppliers as well as providers of external IT services and storage providers, if there is a corresponding processing agreement on hand (or a similar form of protection).
- If your contact person at GBA is absent, your email may be forwarded to another GBA employee who will temporarily handle that person's responsibilities during his or her absence

Duration of Data Storage: Storage Time Requirements

Fundamentally, we store your data as long as it is necessary to fulfill its purpose and furthermore, only as insofar as we must save the data to fulfill legal obligations. (E.g. Due to laws concerning taxes and commerce, we are obligated to save documents such as contracts and invoices for a certain period of time).

Your Rights

You always have the right to receive information concerning your personal data that we have saved, as well as the right to have this data corrected or deleted, to restrict how it is processed, to revoke it, including the right to transfer the personal data that you have provided us with. Additionally, you have the right to revoke any potential consent at any time.

You also have the right to file a complaint with a monitoring agency.

The provision and processing of your personal contact data is required for the completion of a contract, unless the cooperation with your company can be carried out using, for example, company P.O. boxes.

Changes to the Data Privacy Notice

We reserve the right to adapt these statements concerning data privacy corresponding to changes in the legal requirements. Therefore, please always refer to the currently valid version of our data privacy notice.