

Duty to supply information according to Art. 13 GDPR

With the following document we aim to give you an overview of how we process your personal data and inform you on your rights under the data privacy laws. Generally, personal data are all data that can be used to (directly or indirectly) identify you as a person, e.g., your name, address, or e-mail address.

I. Data processor:

1. Name and contact details of the controller:

Responsible for the data processing is:
Kurt Willig GmbH & Co. KG
Borsigstraße 23
94315 Straubing
Phone: 09421/988-0
E-Mail: info@willig.eu

2. Contact details of the data protection officer (DPO)

Our data protection officer **Alexander Bugl** can be reached at:
Bugl & Kollegen GmbH
Sedanstraße 7
93055 Regensburg
E-Mail: kontakt@buglundkollegen.de

II. General information regarding the processing of your personal data:

1. Categories of personal data

- Personal base data

2. Storage time

We process and store your personal data so long as this is necessary to fulfil our contractual and legal obligations. As a matter of course, even without a special request from our customers, we will comply with our obligations to delete personal data. Such obligations, for example, follow from Art. 17 GDPR. A deletion is then required, among other things, if the personal data are no longer necessary for the purposes for which they were collected or otherwise processed.

However, there are personal data that are exempt from this obligation to erase. In fact, there may be other laws which require us to retain your personal data. For example, there are obligations to retain personal data following from Art. 257 of the German Commercial Code (Handelsgesetzbuch - HGB) and Art. 147 of the German Tax Code (Abgabenordnung - AO). We only store this data to fulfil statutory data retention requirements. Upon expiry of the retention period, we will immediately delete this information without you having to ask us to do so.

3. Purposes of processing and legal basis

We process your personal data in order to perform and provide our contractual obligations, as in accordance with point (b) of Art. 6(1) GDPR. We also use logistics companies, shipping companies, credit enquiry agencies, lawyers and other business partners necessary for the performance of the contract. In this context, personal data such as your name, address, date of birth as well as billing data and other accounting and financial data such as your tax number, commercial register number, etc. are forwarded.

For the protection of our legitimate interests, or those of third parties, we may process your data beyond the actual performance of the contract, as in accordance with point (f) of Art. 6(1) GDPR.

This is necessary, for example, for asserting legal claims and defence in legal disputes, for preventing or detecting criminal offenses, for consulting and exchanging data with credit enquiry agencies, or for business management measures and the further development of our services and products.

If you have given us consent to the processing of your personal data for specific purposes, the lawfulness of this - earmarked - processing on the basis of your consent is given in accordance with point (a) of Art. 6(1) GDPR. A given consent can be revoked at any time. The withdrawal of a consent is only effective for future processing and thus does not affect the lawfulness of the data that have been processed prior to your withdrawal.

The provision of personal data may be required by law or by contractual obligations. The processing is then required in accordance with point (c) of Art. 6(1) GDPR to fulfil legal obligations to which we are subject.

4. Obligation to provide and possible consequences of failure to provide

Over the course of our business relationship you are required to provide those personal data which are necessary to begin, conduct and terminate a business relationship and to perform its contractual obligations, or those personal data which we are required to collect by law. Without this data we are regularly unable to conclude, perform or terminate a contract with you.

5. Existence of automated decision-making procedures

The processing of your personal data is not connected with automated decision-making or profiling.

III. Transfer of personal data within and outside of the EU

1. Recipients / Categories of recipients

In order to perform the contract concluded with you, personal data were or will be transmitted, where required, to the following categories of recipients:

- Auditors / tax inspector
- Affiliates
- Authorities
- Banks
- Contractor for externally assigned services and works
- Insurance company
- IT service
- Lawyer
- Sales partner
- Service partner
- Suppliers
- Technical testing centers
- Transport service
- (Used vehicle) dealers

2. Intention to transfer personal data to third countries

Transfers from us to recipients in so-called third countries, i.e., in countries outside the EU, or to international organizations based outside the EU are not carried out by us.

IV. Rights of data subjects:

You have the following rights with respect to the personal data concerning you:

1. **Right of access according to Art. 15 GDPR**
The data subject may ask the controller responsible for a confirmation as to whether personal data concerning him or her are being processed. If this is the case, the data subject then has the right to access this personal data and other information, for example, the purposes of the processing.
2. **Right to rectification according to Art. 16 GDPR**
The data subject has the right to obtain from the controller responsible without undue delay the rectification of inaccurate personal data concerning him or her. Taking into account the purposes of the processing, the data subject shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.
3. **Right to erasure according to Art. 17 GDPR**
The data subject has the right to ask the controller responsible to erase personal data concerning him or her without undue delay. The controller responsible is generally obliged to erase personal data without undue delay. However, there are personal data that are exempt from this obligation to erase (as outlined above in III. 2.). There are personal data which we are even obliged to retain as prescribed by other laws.
4. **Right to restriction of processing according to Art. 18 GDPR**
The data subject has the right to require the controller responsible to restrict the processing of personal data concerning him or her, provided that certain conditions are met.
5. **Right to object according to Art. 21 GDPR**
The data subject shall have the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her which is based on point (e) (data processing in the public interest) or (f) (data processing based on the balancing of interests) of Article 6(1), including profiling (in the meaning of Art. 4 GDPR) based on those provisions. The controller shall no longer process the personal data unless the controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims.
6. **Right to object a given consent according to Art. 7(3) GDPR**
The data subject has the right to withdraw his or her consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before his or her withdrawal.
7. **Right to complain to supervisory authorities**
If you believe that the processing of personal data concerning you is unlawful or if we violate data protection laws for other reasons, you may complain to the supervisory authority responsible for us:

Data Protection Authority of Bavaria for the Private Sector
Promenade 27
91522 Ansbach
Phone: 0981/53-1300
Telefax: 0981/53-5300
E-Mail: poststelle@lda.bayern.de