

## Data Protection Declaration

In the following Data Protection Declaration, you will receive a detailed overview of the processing of your personal data by us, Kind & Co., Edelstahlwerk GmbH & Co. KG (Kind & Co):

Protecting your personal data is our top priority and is reflected in all business processes. In doing so, we accept and comply with the applicable legislation of the Data Protection Regulation.

Personal data means all information that relates to you as a natural person.

With this Data Protection Declaration we inform you about the nature, extent and purpose of the collection of personal data and how we deal with this data. In addition, you will learn what rights you have with regard to the processing of your personal data.

The following notices apply to all natural persons whose personal data is stored and to whom a business relationship exists or prospects.

### 1. Who is responsible for the processing of your data?

Responsible for the described processing of personal data is:

#### **Kind & Co., Edelstahlwerk, GmbH & Co. KG**

Bielsteiner Straße 124-130, D-51674 Wiehl

Phone +49 (0) 2262 / 84 - 0

Fax +49 (0) 2262 / 84 - 175

E-mail [info@kind-co.de](mailto:info@kind-co.de)

Internet [www.kind-co.de](http://www.kind-co.de)

personally liable shareholder Kind & Co., Edelstahlwerk, Verwaltungsgesellschaft mbH, seat in Wiehl

Managing directors Susanne Wildner (Chairperson), Dr. rer. nat. Martin Löwendick

### 2. Who can you contact about data protection?

If you have any questions about data protection, please contact the Data Protection Officer of Kind & Co., the contact details are:

Phone 02262/84-476

E-mail [DSB@kind-co.de](mailto:DSB@kind-co.de)

### 3. Where does the personal data come from and which personal data is processed?

In accordance with data protection principles, we process personal data

- only to the extent necessary, or
- as permitted by applicable law,
- or we are obliged to do so.

The terms "to process" and "processing" also include the collection, use, storage, disclosure and transfer of personal data (see Article 4, point 2 of the EU General Data Protection Regulation "GDPR").

#### 3.1. General data from the business relationship

We process the data you provide to us as part of our business relationship. This includes in particular

- address data,
- contact data/contact persons,
- contract data,
- billing data,
- bank data.

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### 3.2. Data from other sources

We only process personal data from publicly available sources (such as commercial registers, public authorities, the Internet) insofar as this is legally permissible, for example because it is necessary for the business relationship.

## 4. What is the data used for (purpose of processing) and on what basis is this done (legal basis)?

### 4.1. Collection and processing in the context of a business relationship

We collect and process your above-described personal data in the context of the acceptance and fulfilment of our contractual obligations towards you (Article 6 (1) (b) GDPR).

In initiating and establishing a business relationship, we will store your contact information, business process information and communication with you. This data is processed at least for the duration of the business relationship.

### 4.2. Processing on the basis of a legitimate interest

In addition, we process your personal data as far as this is necessary to safeguard a legitimate interest of us or a third party (Article 6 (1) (f) GDPR). For example, due to the contractual relationship, we have a legitimate interest in the processing of your data in order, for example, to carry out credit checks or to collect claims, also in connection with the commission of collection agencies.

### 4.3. Processing due to legal requirements

In addition, we process your data as far as this is necessary to fulfil legal obligations (Article 6 (1) (c) GDPR). Such processing is necessary, for example, when asserting legal claims or when carrying out a compliance check.

## 5. Will data be shared?

Kind & Co. is a global company. We share personally identifiable information with our affiliates and other third party companies (such as event agencies, brokers, travel agents and corporations, etc.), including outside the EU as appropriate. The processing is exclusively for the fulfilment of our contractual and business obligations as well as for the maintenance of our business relations. A uniform level of data protection is established by the existence of binding internal data protection regulations. This Data Protection Declaration can be found on the Internet at <https://www.kind-co.de/en/privacy-policy/>.

As part of our business activities, we also use authorised processors. Responsibility for data processing continues to remain with Kind & Co. in these cases. The transfer of your data to the authorised processor takes place in strict compliance with the obligation to confidentiality and the requirements of the GDPR. The authorised processors commissioned by us may process the data only for us and not for their own purposes. Each authorised processor is obliged to adhere to the standards of Kind & Co.

## 6. How long will data be stored?

We process and store your personal information as long as we need it to fulfil contractual, legal, regulatory, or in-process obligations. If there is no legitimate interest anymore, we will delete the data.

## 7. What rights do you have towards Kind & Co.?

You have extensive rights to the processing of your personal data. It is very important to us to familiarise you with these rights:

- **Right to information** (Article 15 GDPR):

You have the right to information about the data stored by us, in particular, for what purpose the processing is carried out and how long the data is stored.

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- **Right to correct incorrect data** (Article 16 GDPR):

You have the right to request immediate correction of personal data concerning you if it is incorrect.

- **Right to erasure** (Article 17 GDPR):

You have the right to ask us to erase the personal data concerning you if one of the following applies to you:

- the data are no longer needed for the purposes for which they were collected or otherwise processed,
- the data is processed unlawfully,
- you have legitimately objected to the data processing, or
- there is a legal obligation to erase the data.

- **Right to restriction of processing** (Article 18 GDPR):

You have the right to request a restriction on the processing of your data. This right exists

- for the duration of the examination, if you have disputed the accuracy of the data concerning you,
- if, in the case of an existing right to erasure, you wish to have restricted processing instead of erasure,
- in the event that the data is no longer required for the purposes we are pursuing, but you need the data to assert, exercise or defend your legal claims, and
- if the successful exercise of a dispute between us and you is controversial.

- **Right to data portability** (Article 20 GDPR):

You have the right to receive from us the concerned personal data you have provided to us in a structured, common, machine-readable format, as far as these have not already been deleted.

- **Right to object** (Article 21 GDPR):

You have the right, at any time, to object to the processing of your personal data for reasons arising from your particular situation. We will cease the processing of your personal information, unless we can prove that there are legitimate grounds for processing that outweigh your interests, rights and freedoms.

If you want to object to the processing of your personal data, send us an e-mail or write to:

**Kind & Co., Edelstahlwerk, GmbH & Co. KG**

Data Protection Officer

Bielsteiner Straße 124-130, D-51674 Wiehl

Phone +49 (0) 2262 / 84 - 0

Fax +49 (0) 2262 / 84 - 175

E-mail [DSB@kind-co.de](mailto:DSB@kind-co.de)

### 8. Right to complain to the supervisory authority

You have the option of contacting the above-mentioned Data Protection Officer or the Data Protection Supervisory Authority of North Rhine-Westphalia if you believe that the processing of personal data concerning you violates the General Data Protection Regulation (GDPR).

Wiehl, 08.11.2018