

SUPPLEMENT ACCORDING TO ART. 13/14 GDPR

We process personal data which we receive from you within the scope of our business relationship. In addition, we process - as far as necessary for the provision of the service / fulfilment of the contract with you - personal data which we have received from other companies or from other third parties permissibly (e.g. for the execution of orders, for the fulfilment of contracts or on the basis of consents given by you). We also process personal data that we have obtained and are permitted to process from accessible sources (e.g. [commercial register, press or media]).

WE PROCESS DATA FOR THE FOLLOWING PURPOSES:

- offer processing
- archiving e-mail communication
- order processing (core business)
- delivery of products
- external image
- posting transactions of receivables from customers
- posting of transactions for payables to vendors
- data protection control / data backup
- documentation and storage of company documents
- purchase of goods and disposition (core business)
- information provision
- customer communication
- recruitment
- revision-proof archiving
- payment procedures

YOUR TRUSTED PARTNER IN ENDOSCOPY

WE PROCESS THE FOLLOWING CATEGORIES OF PERSONAL DATA:

Data category	Data included
Rejection note (application)	Name, address, e-mail, reason for rejection
Order and order documents Customer & contractor	Name, address, company name, managing director, contact person, telephone number, mobile phone, number, date, order content
Export licence authorization	Name, address, company name, managing director, telephone, mobile phone, delivery destination, content of delivery, recipient, licensing authority: address, contact
Bank details	Account holder, account data (bank, IBAN, BIC)
Application documents	Name, address, date of birth, educational background, career, marital status, application photo, references
E-Mails	Sender / recipient: first names, surnames, addresses, telephone numbers, company name, managing director, entry in commercial register, place of jurisdiction, IP addresses, transmission times and routes
Fax/telex) (if accounting documents)	Sender, recipient, transmission times, booking information
Waybills	Carrier, freight, consignor, consignee
Contact data	Name, addresses, telephone, e-mail, fax, mobile phone, bank details, birth data
Delivery notes	Customer name, customer address, contact person, date, contents of delivery
Reminders	Customer data (surname, first name, address, date of birth, account number, bank code, bank, open payments)
Protocol data (firewall)	IP address, host name, time, received / sent packets
Protocol data (Internet)	IP address, host name, referrer, user agent
Log data (complaint)	Operation, date, status

Protocol data (website)	IP address, hostname, referer, user agent
Invoices customer	Name, customer address, invoice number, invoice date, invoice amount
Telephone data	Owner of connection, connection number, dialled number, duration of Connection
Proof of telephone cost (no basis for booking)	Owner of line, call numbers, call duration
Scheduler customer appointment	Customer name, capacity utilization, availability, capacity utilization, availability, machines, date
Shipment and freight documents	Shipper & recipient (name, address, company name), date, carrier
Contracts (if accounting document 10 years storage period)	Contractual parties (name, address, company name, managing director, place of jurisdiction), date, account data (bank, bank code, account number)
Payment instructions	Customer name, customer account information

RECIPIENTS OF DATA

The recipients or categories of recipients to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations:

- lawyer
- principal
- contingency insurance
- banking institutions
- authorities
- service provider / consultant
- specialist departments
- tax office
- dispatch service manager / forwarding agent
- credit card provider
- tax consultant and chartered accountant
- provider / Internet
- provider / telecommunication provider

DURATION OF STORAGE

The planned duration for which the personal data will be stored or, if this is not possible, the criteria for determining this duration:

Data category	Standard deletion period
notice of rejection (application)	6 months after negative decision legal protection AGG)
order and order documents	6 years
export license	6 years
export documents	6 years
bank vouchers	10 years
bank details	10 years
posting log (EDP)	10 years
e-mails	6 years
fax/ telex (if booking documents)	10 years
consignment notes	6 years
customer data	2 years / directly after revocation
customer data	5 years after end of customer status
dunning notices and reminders	6 years
protocol data (firewall)	24 hours
protocol data (Internet)	24 hours a day
protocol data (website) IP addresses	30 days
invoices	10 years
travel expenses	10 years
telephone data	1 week
proof of telephone costs	6 years
scheduler	6 years
shipping and freight documents	6 years
contracts (if accounting document)	6 years 10 years
payment orders	10 years

THE ORIGIN OF THE DATA:

- website
- Information provided by the customer, supplier, applicant
- Personal contact at regional events and training courses
- Accessible sources e.g. commercial register, press or media

YOU HAVE THE RIGHT TO BE INFORMED AT ANY TIME:

- the correction or deletion of personal data concerning you, if they are inadmissible or incorrect,
- to limit the processing by us if you doubt the accuracy of the data or if the data may not be deleted,
- opposition to such processing; and
- Information about the recipients of your data.

Where personal data is transferred to a third country or to an international organisation, you have the right to information about the data protection guarantees in connection with the transfer.

IN SUCH CASES, PLEASE CONTACT THE FOLLOWING ADDRESS:

You have the right to complain to our data protection officer:

Name: MMSystem Service
Herr Marc Mätzig

Postal address: Neukuchhausen 42; 42349 Wuppertal, Germany

E-Mail: mte@edsbonline.eu

and/or the following supervisory authority:

Landesbeauftragte für Datenschutz und Informationsfreiheit
Nordrhein-Westfalen
Postfach 20 04 44
40102 Düsseldorf
Germany

<https://www.ldi.nrw.de>

Phone: +49 (0)211/38424-0

Fax: +49 (0) 211/38424-10

or to a judicial remedy if you consider that you have been informed incompletely or incorrectly.