

INFORMATION ON DATA PROCESSING OF PERSONAL DATA

RESPONSIBILITY

Micro-Tech Europe GmbH
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CONTACT

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DATA PROTECTION OFFICER

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PROCESSING OF PERSONAL DATA, TYPE AND PURPOSE, THEIR USE AND DURATION OF STORAGE

We take the protection of personal data seriously and process your personal data in accordance with the provisions of the EU Data Protection Basic Regulation (GDPR) and the Federal Data Protection Act 2018 (BDSG). We collect the following data as part of the initiation, entering into, processing and settlement of the contractual relationship and/or other cooperation:

- first name, surname, academic title, position, department
- email
- address
- telephone number and/or mobile
- fax number
- bank account
- function in the company, e.g. employee, other representative/authorized representative.

YOUR TRUSTED PARTNER IN ENDOSCOPY

THIS DATA IS COLLECTED FOR THE FOLLOWING PURPOSES:

- your identification
- execution of our contractual relationship
- correspondence and communication with you
- invoicing
- credit assessment
- processing of any existing claims and assertion of any claims against you or the customer or supplier.

In addition, we process - to the extent necessary within the framework of the contractual relationship and/or other cooperation - personal data which we obtain from publicly accessible sources (e.g. public registers, press, Internet) or which are transmitted by other third parties (e.g. a credit agency).

The data processing is carried out on your request or our request and is according to Art.6 paragraph 1 sentence 1 lit.b GDPR for the mentioned purposes for precontractual measures, the appropriate execution of the contractual relationship, for the mutual fulfilment of obligations from the contractual relationship and the termination of the contractual relationship necessary.

In addition, we process personal data for the fulfilment of legal obligations (e.g. commercial and tax retention obligations) pursuant to Art. 6 paragraph 1 sentence 1 lit.c GDPR. The personal data collected by us for the order will be stored until the end of the statutory storage obligation (6 years after the end of the calendar year in which the contractual relationship was terminated) and deleted thereafter, unless we are obliged to store the data for a longer period in accordance with Art. 6 paragraph 1 sentence 1 lit.c GDPR due to tax and commercial law storage and documentation obligations (e.g. from HGB, StGB, AO) or you have consented to storage beyond this in accordance with Art. 6 paragraph 1 sentence 1 lit.a GDPR.

DISCLOSURE OF DATA TO THIRD PARTIES

Within Micro-Tech Europe GmbH, those parties who need personal data to fulfil our contractual and legal obligations are granted access.

Insofar as this is necessary for the initiation, entering into, processing and settlement of contractual relationships and/or for other cooperation pursuant to Art. 6 Paragraph 1 S.1 lit.b GDPR, your personal data will be passed on to third parties. Subcontractors, cooperation partners and their representatives, attorneys and tax consultants, courts and other public authorities as well as translators for the purpose of correspondence and the assertion of claims and/or rights and/or for the defence of rights as well as to IT service providers whom we use in the context of order processing. The data disclosed may only be used by the third party for the purposes stated. Your personal data will not be transferred to third parties for purposes other than those listed above.

TRANSFER OF DATA TO A THIRD COUNTRY

We do not transfer any personal data to a third country.

Exception: In the case of drop shipments, personal data is transferred to our parent company, Micro-Tech (Nanjing) Co., Ltd (China), for the purpose of fulfilling the contract.

PROVISION OF THE WEBSITE

Data (categories)

- IP addresses of visitors (pseudonymized)
- session cookie

There is no storage of personal data.

Recipient

Providers

Storage period/deletion periods

A session cookie is harmless under data protection law and is deleted when the browser is closed.

Protocol or log files are deleted after a reasonable period of time.

- Admissibility: Within the scope of balancing interests (Article 6 paragraph 1f GDPR)
- Purposes of data processing: Company presentation, external representation/contact prospective customers

Rights concerned

You have the following rights:

- In accordance with Art.7 paragraph3 GDPR to revoke your consent once given to us at any time. This also applies to the revocation of declarations of consent given to us before the GDPR came into force, i.e. before 25th May, 2018. The revocation of this consent means that we may no longer continue the data processing based on this consent in the future.
- To request information about your personal data processed by us in accordance with Art. 15 GDPR. In particular, you may request information on the processing purposes, the category of personal data, the categories of recipients to whom your data has been or will be disclosed, the planned storage period, the existence of a right to rectification, deletion, restriction of processing or objection, the existence of a right of complaint, the origin of your data if it has not been collected from us.
- In accordance with Art.16 GDPR, to immediately request the correction of incorrect personal data or the completion of your personal data stored by us
- To request the deletion of your personal data stored by us in accordance with Art. 17 GDPR, unless the processing is necessary for the exercise of the right to freedom of expression and information, to fulfil a legal obligation, for reasons of public interest or for the assertion, exercise or defence of rights and/or claims is required.

- To demand the restriction of the processing of your personal data in accordance with Art.18 GDPR if the correctness of the data is disputed by you, the processing is unlawful but you refuse its deletion and we no longer need the data but you need it to assert, exercise or defend legal claims or you have lodged an objection to the processing in accordance with Art.21 GDPR
- In accordance with Art. 20 GDPR, to receive your personal data which you have provided to us in a structured, common and machine-readable format or to request the transfer to another responsible person, and
- to complain to a supervisory authority pursuant to Art. 77 GDPR. As a rule you can apply to the supervisory authority of your usual place of residence or workplace or of our place of business.

RIGHT OF OBJECTION

If your personal data are processed on the basis of legitimate interests pursuant to Art. 6 paragraph 1 sentence 1 lit. f GDPR, you have the right, pursuant to Art. 21 GDPR, to object to the processing of your personal data at any time if there are reasons for doing so which arise from your particular situation. If you wish to make use of your right of objection, a form-free declaration to Micro-Tech Europe GmbH by email to verena.tschersich@micro-tech-europe.com is sufficient.

RIGHT OF APPEAL

Without prejudice to any other administrative or judicial remedy, you have the right to appeal to a supervisory authority, in particular in the Member State in which you reside, your place of work or the location of the alleged infringement, if you believe that the processing of your personal data is in breach of the GDPR.

The address of the supervisory authority responsible for our company is as follows:

Landesbeauftragte für Datenschutz und Informationsfreiheit
Nordrhein-Westfalen
Postfach 20 04 44
40102 Düsseldorf
Germany
<https://www.ldi.nrw.de>
Tel.: +49 (0)211/38424-0
Fax: +49 (0)211/38424-10

For detailed supplements to the data processing of personal data in accordance with Art. 13 and 14 GDPR, please refer to our document Supplement According to Art. 13/14 GDPR