

## **Transparency and information obligations with regard to customers, suppliers, contractual partners, interested parties of OPTIMUM Maschinen Germany GmbH**

according to the EU General Data Protection Regulation  
(EU GDPR)

This document informs you about the processing of your personal data By OPTIMUM Maschinen Germany GmbH and the rights to which you are entitled under data protection law.

### **Responsible entity / data protection**

Company: OPTIMUM Maschinen Germany GmbH  
Address: Dr. Robert-Pfleger-Str. 26, D-96103 Hallstadt, Germany  
Phone: +49 (0) 951 96 555 - 0  
Contact data protection: [datenschutz@optimum-maschinen.de](mailto:datenschutz@optimum-maschinen.de)

### **Categories / origin of data**

Within the contractual relationship and for the preparation of the contract, we process the following personal data in particular:

- Contact data (e.g. first/last names of current and, if applicable, previous contact persons as well as name supplements, company name and address of the customer (employer), telephone number with extension, business e-mail address)
- Job-related data (e.g. function in the company, department)
- Master data (title, first name/last name, name affixes, date of birth if applicable)
- Contact data (e.g. name and private address (if applicable, floor, district, state), mobile, landline telephone number, e-mail address, fax number)
- Different delivery/invoice address (e.g. name and address (if applicable, floor, district, state), if applicable, telephone number, if applicable, e-mail address)
- Order history
- If applicable, bank details (in the context of a SEPA direct debit mandate also the first name/last name of the account holder)
- If applicable, preferred payment system, information on creditworthiness and credit behaviour

We generally receive your personal data from you in the course of initiating a contract or during the ongoing contractual relationship. Exceptionally, in certain constellations, your personal data may also be collected from other sources. This includes cause-related enquiries on relevant information from credit agencies, in particular on creditworthiness and credit behaviour.

### **Purposes and legal basis for data processing**

When processing your personal data, the provisions of the EU General Data Protection Regulation, the Federal Data Protection Act (new) and other relevant legal provisions are always complied with. Your personal data will be processed exclusively for the implementation of pre-contractual measures, e.g. for the preparation of offers for products or services, and for the fulfilment of contractual obligations, e.g. for the implementation of our service, the supplier contract or for order/payment processing, in accordance with Art. 6 para. 1 lit. b EU-GDPR or if there is a legal obligation to process, e.g. due to tax law requirements, in accordance with Art. 6 para. 1 lit. c EU-GDPR. Of course, your consent to data processing can also constitute a data protection permission provision (Art. 6 para. 1 lit. a EU-GDPR). Before granting permission, we will inform you about the purpose of the data processing and about your right of revocation according to Art. 7 (3) EU-GDPR. OPTIMUM Maschinen Germany GmbH is also interested in maintaining the customer relationship with you and in sending you information and offers about our products and/or services. Therefore, we may also process your data in order to send relevant information and offers (Art. 6 para. 1 lit. f EU-GDPR). For the detection of criminal offences, your personal data will only be processed under the conditions of Art. 10 EU-GDPR.

### **Duration of data storage**

Your data will be deleted by us with effect from the expiry of the above-mentioned purposes or if you have withdrawn your consent. Data will only be stored for longer than the duration of the contractual relationship if we are obliged or entitled to do so. Regulations that oblige us to retain data can be found, for example, in the German Commercial Code or in the German Fiscal Code. This may stipulate a retention period of up to ten years. In addition, statutory periods of limitation will be observed.

### **Recipients of data / categories of recipients**

We ensure that only those departments and persons in our company receive your data who need it to fulfil our contractual and legal obligations. In certain cases, service providers support our specialist departments in the fulfilment of their tasks. We have made the necessary contractual arrangements under data protection law with all service providers, such as IT service providers, shipping partners, payment services, agencies for checking creditworthiness or similar. In addition, we are obliged in statutory cases to transmit certain information to public authorities such as tax authorities, law enforcement agencies and customs authorities.

### **Non-EU Member Country transfer/intent to transfer**

Data is only transferred to third countries (outside the European Union or the European Economic Area) if this is necessary or legally required for the implementation of the contractual or supplier relationship or if you have given us your consent. We currently do not transfer your personal data to any service provider outside the European Economic Area.

### **Rights of persons concerned**

Your rights as a data subject are defined in Art. 15 - 22 EU-GDPR. This includes:

- The right to information (Art. 15 EU-GDPR).
- The right to rectification (Art. 16 EU-GDPR)
- The right to erasure (Art. 17 EU-GDPR)
- The right to restriction of processing (Art. 18 EU-GDPR)
- The right to object to processing (Art. 21 EU-GDPR)
- The right to data portability (Art. 20 EU-GDPR)

To assert these rights, please contact: [datenschutz@optimum-maschinen.de](mailto:datenschutz@optimum-maschinen.de). You can also contact us if you have any questions about data processing in our company or if you wish to revoke your consent. In addition, you can submit a complaint concerning data processing by contacting a Data Protection Supervisory Authority.

### **Obligation to provide data**

For the commencement or processing of a contractual relationship, you will be required to provide certain personal data. This is necessary for set-up, execution and termination of the contractual relationship and the fulfilment of the contractually and legally related obligations. The execution of the contract requires the provision of this data.

### **Automated individual decision-making**

We do not use fully automated processing for decision-making purposes.