

## **Information of data subjects (interested parties, other contacts) in case of direct collection (Art. 13 GDPR) in the context of general contact**

### **Controller:**

Paul Henke GmbH & Co. KG, Brückenstraße 94, 32584 Löhne, Phone +49 57 31 / 74 07-0, Fax +49 57 31 / 74 07-515, [info@henke-beschlaege.de](mailto:info@henke-beschlaege.de)

### **Data Protection Officer:**

[datenschutz-paul-henke@audatis.de](mailto:datenschutz-paul-henke@audatis.de)

### **Information on processing activities:**

#### **Purposes of the processing activity:**

We process your personal data in order to answer your questions, to inform you about our services and products or to otherwise communicate with you via the usual communication channels (e.g. e-mail, mail, telephone, fax).

#### **Legal basis of the processing activity:**

The processing is for the legitimate interest of the controller pursuant to Art. 6 (1) lit. f) GDPR. The purpose is also the legitimate interest of the controller.

#### **Categories of recipients:**

Internal recipients can be all employees entrusted with processing your request (in particular sales, purchasing, export, shipping, accounting, management, IT).

To fulfill our tasks, we use service providers (also processors), such as tax consultants, IT service providers and hosting providers, transport and distribution partners. These external recipients receive your personal data if and to the extent that this is necessary to process your request, to fulfill our legal obligations or to safeguard our legitimate interests.

Within the scope of our legal obligations, we transmit personal data to authorities or courts. In addition, we share your personal data with other companies to the extent necessary to achieve the aforementioned purposes.

#### **Data transfer to a third country:**

Due to the international activities of the Controller, your personal data may be transferred to countries outside the EU and the EEA. In these cases, this is done on the basis of an adequacy decision of the European Commission or the standard contractual clauses of the European Commission.

Information of the data subjects about the collection of data as communication partners

Both the existing adequacy decisions and the standard contractual clauses can be accessed via the European Commission's pages:

Adequacy resolutions: [https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection/adequacy-decisions\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection/adequacy-decisions_en)

Standard Contractual Clauses: [https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection/standard-contractual-clauses-scc/standard-contractual-clauses-international-transfers\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection/standard-contractual-clauses-scc/standard-contractual-clauses-international-transfers_en)

### **Storage period of personal data:**

Personal data is deleted as soon as the purpose of processing has been achieved and there is no obligation to retain it. As a general rule, the purpose of processing is achieved when your request has been fully processed.

The statutory retention periods require storage up to ten years after the end of the year of the respective business transaction in the case of discussion of contractual or accounting-relevant facts or in the case of a conclusion of a contract (§ 147 Tax Code (AO)).

Depending on the content of the conversations, your personal data may therefore be stored for up to ten years after the end of the year of the respective transaction.

### **Rights of the data subject:**

Under the conditions specified in the respective provision, you have the following rights: You have a right to access (Art. 15 GDPR), to rectification (Art. 16 GDPR), to erasure (Art. 17 GDPR), to restriction of processing (Art. 18 GDPR) and data portability (Art. 20 GDPR).

Insofar as the processing of your personal data is based on Art. 6 (1) lit. e) or f) GDPR, you have the right to object to the processing of this data pursuant to Art. 21 GDPR.

You have a right to revoke your consent at any time with effect for the future.

If you wish to exercise your rights, please contact the data protection officer named above. You are also entitled to file a complaint with the competent supervisory authority.

### **Obligation to provide the personal data, consequences of failure to provide:**

There is no obligation to provide the personal data. In the event of non-provision, it will be significantly more difficult to contact you.

### **Automated decision making:**

There is no automated decision making or profiling.

### **More information**

Further information on the processing of your personal data can be obtained from our headquarters as well as our data protection officer.