

INFORMATION

Mandatory data protection information

I. Introduction

We, KIESOW OBERFLÄCHENCHEMIE GmbH & Co. KG, Wittekindstr. 27 - 35, 32758 Detmold, Tel. 05231 7604-0, vertrieb@kiesow.org, as the responsible body, would like to explain to you below what data from you we process in what way.

II. Data protection officer

For questions concerning data protection, our [Data protection officer](#) Mr. Werning will be pleased to be at your disposal.

He can be contacted at:

werning.com GmbH – Dieselstraße 12 – 32791 Lage,
datenschutz@kiesow.org, Tel.: +49 5232 980-4700

With this mandatory data protection information, we, as the responsible body, have met our information obligation in accordance with Art. 12-14 GDPR.

III. Information on data collection and processing

Below you will find information about what personal data (this is all data that identifies you or makes you identifiable as a natural person (in the following “person concerned “)) can be collected.

That is, for example:

- Customer master data for execution of the contract/ providing of the service, name, address, e-mail address, data in connection with the handling of payments, correspondence (e.g. correspondence or e-mail traffic with you), advertising and sales data (e.g. for information about new potentially interesting offers by mail or, with corresponding consent, also by e-mail)

- Data from the initiation of contacts such as name, telephone number, e-mail address
- Supplier data such as name, telephone number, e-mail address
- Employee data such as name, address, bank data, religious affiliation, personnel number, social insurance number, the log data occurring in connection with the use of the IT systems as well as further and special categories of personal data
- Applicant data such as name, address, e-mail address, marital status, religious affiliation
- Data based on video surveillance

IV. Right of appeal

If you are of the opinion that processing of the personal data concerning you violates the General Data Protection Regulation, you are entitled to a right of appeal to the Data Protection Supervisory Authority responsible for us, the Land(Federal State) Commissioner for Data Protection and Freedom of Information of North Rhine-Westphalia, <https://www.lidi.nrw.de/> as well as to any other data protection supervisory authority.

V. Purposes of processing

1. *Customer data/interested parties*

Purpose of processing

We process data that we receive within the scope of the handling of our business relationship with you. We receive the data directly from you. Either in the case of inquiries from interested persons and contact inquiries, the placing of an order or order processing (see point “Information on data collection and processing”).

Legal basis:

The data collection and data processing are necessary for the execution of the contract and are based on Art. 6 para. 1 letter b) GDPR. The use for direct advertising is based on Art. 6 para. 1 letter f) GDPR. It is in our justified interest to draw your attention to special offers by way of direct advertising. Passing on of the data to third parties does not take place unless prescribed by law, such as, for example, to the tax authority within the scope of tax laws.

The data is deleted as soon as it is no longer required for the purpose for which it is processed and/or after the expiry of the statutory retention periods (such as, for example, accounting documents relevant under tax and trade law: 10 years; commercial and business correspondence: 6 years; records concerning suppliers, type, quantity, acquisition, delivery: 3 years).

You have the right to object at any time to the use of your data for the purpose of direct advertising. Moreover, you are entitled to apply for information on the data about you stored by us and, in the event of incorrectness of the data, to demand correction or, in the case of inadmissible data storage, the deletion of the data. You are, moreover, entitled to lodge a complaint with a supervisory authority (see the point Right of appeal).

Duration of the storage of data

After the provision of the contractually owed service, your personal data will be stored for the purpose of the execution (desired at the point in time of the conclusion of the contract or at a later date) of follow-up orders for 10 years and for tax purposes for 10 years. In the case of interested parties and contact inquiries, we store your data for 3 years.

Deletion of data

After the expiry of the above-mentioned periods at the latest, your personal data will be deleted.

2. Suppliers

Purpose of processing

We process data that we receive within the scope of the handling of our business relationship with you. We receive the data directly from you during placing of the order or processing of the order (see point "Information on data collection and processing").

Legal basis:

Data collection and data processing are required for the execution of the contract and are based on Art. 6, para. 1, letter b) GDPR. No passing on of data to third parties takes place unless prescribed by law, such as, for example, to the tax authorities within the scope of tax laws. The data is deleted, as soon as it is no longer necessary for the purpose of its processing and/or after the expiry of the statutory retention periods (such as, for example accounting documents relevant under tax and trade law: 10 years; commercial and business correspondence: 6 years; records concerning suppliers, type, quantity, acquisition, delivery: 3 years).

You are entitled to apply for information about the data stored by us about you and, if the data is incorrect, to demand correction or, in the case of inadmissible data storage, to demand deletion of the data. Moreover, you are entitled to a right of appeal to a supervisory body (see point Right of appeal).

3. *Employee data*

See separate submittal to be made to employees.

4. *Applicants*

Purpose of processing

Applications online, by e-mail or through the post: if you apply to us on the basis of a vacancy advertisement, we will collect your personal data such as first name, surname, address, telephone number, e-mail address, enclosures (covering letter, CV (résumé), certificates, photo) and store them for the duration of the selection process.

Your data are used exclusively by persons from the HR department and/or the management authorised to do so for processing within the scope of the selection process. No passing-on of your personal data to third parties takes place.

Should the specific job that you are applying for have already been allocated elsewhere, but, because of your profile, you can also be considered for later employment or employment in a partner company or subsidiary, we will, before further storage or passing-on of the application, obtain your express consent, unless you have already consented to such storage and/or passing-on in your application.

If you send us an unsolicited application and, for this purpose, you use our general contact e-mail address, the contents of your application mail can be viewed by personnel not authorised to do so. There is a requirement to the effect that the application documents are to be immediately passed on unopened to the HR department and that the incoming mail is deleted. If you want to rule out this possibility, we ask you to contact us by telephone before you send off an unsolicited application so that you can be informed of the contact data of the correct contact person.

The **legal basis** is Art. 6 para. 1 letter. b) GDPR, for the processing of pre-contractual measures.

The data will, if you do not inform us to the contrary, be deleted 6 months after the conclusion of the application process and/or destroyed in the case of postal applications. Because of the long application and selection periods in the case of trainees we store their data in Germany for up to 18 months.

If the respective statutory conditions are met, you have the following rights: right to information about your data stored by us; correction, deletion, restriction of the processing of your data or objection to processing as well as the right to data portability. You do, of course, continue to have the possibility at any time to arrange for the deletion and/or destruction of all of your application documents by sending us an e-mail to: personal@kiesow.org.

5. Server data collection

Please follow www.kiesow.org/datenschutz to our data privacy statement on our website.

6. Video surveillance

Purpose of processing

The purpose of our video surveillance is the prevention of vandalism, protection from theft, enforcement of the house rules, protection of persons and property, protection from industrial espionage, access control and prevention of burglary. We, as the responsible body, process personal image files which we collect within the scope of the video surveillance on the company's site.

No storage is carried out.

The legal basis is Art. 6 para. 1, letter f) GDPR. Our justified interest lies in burglary prevention and the protection of our property as well as access control.

This data will be passed on only to investigating authorities in the case of criminal offences.

You have the right to demand from us, as the responsible body, confirmation about whether any personal data concerning you will be processed. If that is the case, you have a right to information about that personal data; in the event of incorrectness of the data you are entitled to demand correction or, in the case of inadmissible data storage, to demand deletion of the data. You are, moreover, entitled to a right of objection to a supervisory authority (see point Right of objection).

In the event of questions on this, our data protection officer will be glad to be at your disposal.

VI. Categories of recipients

Within the scope of the provision of the service, we assign service companies separately obliged to secrecy and data protection to special areas where access to personal data cannot be ruled out.

These categories of recipients are:

- Order processors assigned by us (Art. 28 GDPR) in particular in the fields of IT services, taxes, logistics and printing services, who process your data bound by instructions from us.
- Public bodies and institutions (tax authorities) should a statutory or official obligation exist.
- Other bodies, for which you have given us your consent for data transmission.

Passing-on to authorities is carried out exclusively if overriding legal provisions are involved.

VII. Advertising and right of objection

The collection of surname, first name and address also takes place for advertising purposes (sending of quotation, information about additional services). Processing for advertising purposes can be objected to at any time without reasons being given, using the following contact details:

datenschutz@kiesow.org

VIII. Objection to data storage

With data processing for the purpose of the execution (at the point in time of the conclusion of the contract or desired at a later point in time) of follow-up orders for 10 years, entrepreneurial interests are pursued from a data protection law point of view. You can object to this processing at any time, using the following contact details: datenschutz@kiesow.org

IX. Obligation to provide information

As a rule, the conclusion of a contract is not possible without correct information from you.

X. Automated decision-making and profiling

None

XI. Rights of persons affected

According to Art. 15 GDPR, you have the right to receive information about the data stored regarding your person, including possible recipients and the planned storage duration. If incorrect personal data is processed, you will be entitled to a right of correction in accordance with Art. 16 GDPR. If the statutory conditions are met, you may demand the deletion or restriction of processing and also lodge an objection against the processing (Art. 17, 18 and 21 GDPR).

If you want the data to be deleted, but we are still obliged by law to retain it, access to your data will be restricted (blocked). The same applies in the case of an objection. You can enforce your right to data portability if the technical possibilities are available for the recipient and for us.

As the contact person for your rights as a person affected, our data protection officer will be pleased to be at your disposal at datenschutz@kiesow.org.

XII. Topicality and alteration of this mandatory information

We reserve the right to adjust the content of this mandatory information at any time. As a rule, this takes place in the case of further development or statutory adjustment. You can find the current mandatory information via a link (which is inserted into e-mails, quotations, order acknowledgements/confirmations, invoices etc.) to our website.

The current version of this declaration dates from: 05/2023

You can find further information on the handling of personal data at www.kiesow.org/datenschutz.