

IMPORTANT INFORMATION ON DATA PROTECTION

1. WHO IS RESPONSIBLE FOR DATA PROCESSING AND TO WHOM CAN YOU CONTACT?

Data controller is:

AirCom Pneumatic GmbH
Siemensstraße 18
40885 Ratingen
Deutschland
Phone: +49 2102 73390 - 0
Email: info@aircom.net

You can contact our data protection officer at:

Dipl.-Ing.(FH) Robert Reiss
macoSYS Systemhaus GmbH
Siemensstraße 9-11
40885 Ratingen
Deutschland
Phone: +49 2102 39579 - 47
Email: datenschutz@aircom.net

2. WHAT SOURCES AND DATA DO WE USE?

We process personal data that we receive from you in the course of our business relationship. We receive the data directly from you, e.g. in the context of inquiries, orders, offers, order confirmations, contracts or through personal contacts with our employees. In addition, to the extent necessary for the provision of our services, we process your personal data which we may obtain from publicly accessible sources (e.g. commercial and association registers, press, Internet).

Specifically, we process the following data:

- Contact master data (e.g. name, address, contact details)
- Order data (e.g. in the context of order processes)
- Documentation data (e.g. call notes)
- Data on the initiation and implementation of our business relationships
- Correspondence

3. WHAT DO WE PROCESS YOUR DATA FOR (PURPOSE OF PROCESSING) AND ON WHAT LEGAL BASIS?

We process your personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Federal Data Protection Act (BDSG).

3.1 FOR THE FULFILMENT OF CONTRACTUAL OBLIGATIONS (ART. 6 PARA. 1 B GDPR)

The processing of data takes place for the fulfilment of a contract with you or for the execution of pre-contractual measures, which take place based on an inquiry. The purposes of data processing depend in detail on the specific business relationship.

3.2 IN THE CONTEXT OF BALANCING INTERESTS (ART. 6 PARA. 1 F GDPR)

If necessary, we process your data beyond the actual performance of the contract to protect the legitimate interests of us or third parties. This is done for the following purposes, among others:

- General business management
- Testing, optimization and further development of our product and service portfolio
- Assertion of legal claims and defence in legal disputes
- Ensuring the IT security and IT operation of the company
- Prevention and investigation of criminal offences
- Facility and system security measures (e. g. access control).

Our interest in the respective processing arises from the respective purposes and is otherwise of an economic nature (efficient performance of tasks, procurement, avoidance of legal risks). As far as the specific purpose permits, we process your data pseudonymised or anonymized.

3.3 ON THE BASIS OF YOUR CONSENT (ART. 6 PARA. 1 A GDPR)

If you have given us your consent to process personal data for specific purposes (e. g. information about our company, our products and services, invitations), the respective consent is the legal basis for the processing stated there.

You can revoke your consent at any time. This also applies to the revocation of declarations of consent that you have given us before the validity of the GDPR, i.e. before 25 May 2018. The revocation of consent is only valid for future processing.

4. WHO GETS MY DATA?

Within the company, the people who require access to your data in order to fulfil our contractual and legal obligations are given access to your data. External third parties appointed by us and their vicarious agents may also be given data for these purposes and are bound by contract to treat all data confidentially. Data may also be transferred to other recipients, for instance, if you have given your consent to such bodies receiving your personal data or if we are authorized, based on overriding interests, to transfer the data to such bodies.

5. IS DATA TRANSFERRED TO A THIRD COUNTRY OR AN INTERNATIONAL ORGANISATION?

We only transfer your data to countries outside the European Economic Area (third countries) if

- It is necessary for the manufacture of our products and for the execution of our orders,
- It is required by law, or
- You have given us your consent.

If we transfer your data to a third country or an international organisation, this is always done in accordance with the requirements of the GDPR. In addition, in accordance with the principle of data minimization, we only transmit data that is limited to the minimum necessary.

In some cases, we use service providers whose headquarters, parent company or sub-service provider is located in a third country. Your data will only be transferred if the European Commission has decided that an adequate level of protection exists in a third country (Art. 45 GDPR), appropriate guarantees are provided (e.g. standard contractual clauses issued by the European Commission) and enforceable rights and effective remedies are available to you as a party concerned.

6. HOW LONG WILL MY DATA BE STORED?

If necessary, we process your personal data for the duration of the business relationship, this includes the initiation and processing of this as well as the storage due to legal retention periods.

If the data is no longer required for the fulfilment of contractual or legal obligations, it will be deleted. Unless there are legal obligations of the responsible person against a deletion. This can be the case for the following purposes, among others:

- Fulfilment of commercial and tax storage obligations in accordance with e.g. the German Commercial Code (HGB), Fiscal Code (AO), Money Laundering Act (AMLA). The periods for storage and documentation specified there range from two to ten years.
- Preservation of evidence within the framework of the statutory statute of limitations. According to §§ 195 ff. of the German Civil Code (BGB), these limitation periods can be up to 30 years, whereby the regular limitation period is three years.

7. IS THERE AN OBLIGATION FOR ME TO PROVIDE DATA?

As part of our business relationship, you must provide the personal data required for the establishment and execution of the respective business relationship and the fulfilment of the associated contractual obligations or which we are legally obliged to collect. Without this data we will generally not be able to enter into the business relationship with you and to fulfil the resulting obligations.

8. WHAT DATA PROTECTION RIGHTS DO I HAVE?

In accordance with Art. 15 GDPR you can require information about your personal data processed by us. If your details are not or no longer accurate, you can request a correction (Art. 16 GDPR). Should your details be incomplete, you may demand a completion. If we have passed on your details to third parties, we will inform these third parties about your correction - insofar as this is required by law.

According to art. 17 GDPR you can request the deletion of your personal data if

- Your personal data is no longer required for the purposes for which it was collected
- You revoke your consent and there is no other legal basis for doing so
- You object to the processing and there is no predominant reason of protection for processing
- Your personal data have been processed unlawfully
- Your personal data have to be deleted to comply with legal requirements

Please note that legal obligations of the person responsible can lead to the fact that your data cannot be finally deleted or only after expiration of a period.

In addition, you have a right to limitation of processing in accordance with Article 18 GDPR, the right of objection under Article 21 GDPR and the right to data transferability under Article 20 GDPR. The restrictions according to §§ 34 and 35 BDSG apply to the right to information and the right of cancellation. In addition, there is a right of appeal to a competent data protection supervisory authority (Article 77 GDPR in conjunction with § 19 BDSG).

9. INFORMATION ABOUT YOUR RIGHT OF OBJECTION ACCORDING TO ART. 21 GDPR

Right of objection on a case-by-case basis

You have the right to object at any time, for reasons arising from your particular situation, to the processing of personal data concerning you on the basis of Article 6(1)(f) GDPR (data processing on the basis of a balance of interests), including profiling within the meaning of Article 4(4) GDPR based on this provision. If you object, we will no longer process your personal data, unless we can prove compelling reasons worthy of protection for the processing, which outweigh your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.