

# Data Protection Policy for Customers, Suppliers and Partners



This policy provides information about the processing of your personal data by us and the rights to which you are entitled pursuant to the data protection provisions of Article 13 GDPR.

## 1. Who is responsible for data processing and who can I contact with queries?

Prometeus GmbH  
Fliederstraße 2  
74915 Waibstadt-Daisbach

In the event of queries relating to data protection, please contact:

[datenschutz@isc-group.com](mailto:datenschutz@isc-group.com)

Our appointed data protection officer is:

Michael Grein (external Data Protection Officer)  
Verimax GmbH, Warndtstr. 115, 66127 Saarbrücken  
[datenschutzbeauftragter@isc-group.com](mailto:datenschutzbeauftragter@isc-group.com)

## 2. What sources and data do we use?

We process personal data (Article 4 no. 2 GDPR) that we receive from you in the course of pre-contractual negotiations or the conclusion of a contract (e.g. purchase contract, finance contract, etc.). Where necessary for the particular contractual relationship, we also process personal data that we collect on the basis of statute or from other bodies on the basis of our own legitimate interests (e.g. where the particular circumstances call for credit rating checks). Relevant personal data are, above all, your basic information (first name, surname, address and other contact information).

## 3. Why do we process your data (purpose of processing) and on what legal basis?

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

### 3.1 To fulfil contractual obligations (Article 6 (1) b GDPR)

Personal data are processed for the purposes of pre-contractual negotiations and the conclusion and performance of contracts and any associated ancillary obligations.

### 3.2 On the basis of your consent (Article 6 (1) a GDPR)

If you have granted your consent to the processing of personal data for particular purposes, then such processing is lawful by reason of your consent. Once granted, your consent can be revoked at any time. This also applies to the revocation of consents that were granted before the GDPR came into force i.e. prior to 25<sup>th</sup> May 2018.

Please note that a revocation is only effective for the future. Revocation does not affect any processing that took place prior to the revocation.

### 3.3 On the basis of statutory requirements (Article 6 (1) c GDPR in conjunction with § 24 BDSG)

As a commercial enterprise we are also subject to various legal obligations i.e. statutory requirements. Because of this, processing takes place, in particular :

- To fulfil statutory provisions (e.g. relating to tax matters, etc.),
- To fulfil statutory obligations to provide information.

## 4. Who receives my data?

Within the enterprise, your data are received by such persons (e.g. relevant departments) who require it to fulfil our contractual and statutory obligations.

In addition, we also use various service providers to fulfil our contractual and statutory obligations. A list of data processors and other service providers employed by us (and with whom more than a temporary business relationship exists) can be requested at [datenschutz@isc-group.com](mailto:datenschutz@isc-group.com). In addition, we may also transmit your personal data to further recipients who are external to our enterprise if this is necessary to fulfil contractual and statutory obligations. These may include:

- Credit institutions,
- Finance authorities, courts,
- Hauliers, suppliers, exhibitors, etc.

## 5. For how long are my data saved?

Provided that it is necessary for the abovementioned purposes (point 3 above), we process and save your personal data for the duration of pre-contractual negotiations and performance of the contract.

In addition, pursuant to the German Commercial Code (Handelsgesetzbuch (HGB)) and German tax laws (Abgabenordnung (AO)), we are also subject to various obligations to retain data and provide evidence. Pursuant to these laws, data is required to be saved for up to ten years.

Finally, the period for which data must be saved also depends upon the statutory periods of limitation which - pursuant to §§ 195 et. seq. of the German Civil Code (Bürgerliches Gesetzbuch (BGB)) for example - usually provide for a limitation period of three years, but may continue for up to 30 years in certain circumstances.

## 6. Are data transmitted to third countries or international organisations?

Data may be transmitted to third countries (countries outside the European Economic Area), as we work with international cloud-solutions.

## 7. What data protection rights do I have?

Every data subject has a right to information pursuant to Article 15 GDPR, a right to correction pursuant to Article 16 GDPR, the right to deletion pursuant to Article 17 GDPR, the right to restriction of processing pursuant to Article 18 GDPR, the right to have data transferred pursuant to Article 20 GDPR and a right to object pursuant to Article 21 GDPR. In relation to the right to information and deletion, the restrictions under §§ 34 and 35 BDSG apply. In addition, a right to complain to a data protection supervisory authority exists (Article 77 GDPR in conjunction with § 19 BDSG). For example: Baden-Württemberg Data Protection and Freedom of Information, Königstraße 10a 70173 Stuttgart.

## 8. Do I have an obligation to provide personal data?

Within the framework of our business relationship, you need only provide the personal data necessary to establish, carry out and fulfil the business relationship and perform any associated contractual obligations. You must also provide the personal data that we have a statutory obligation to collect. As a rule, we will not be able to perform the relevant contract without this data.