

## **Privacy Information**

for our customers, suppliers and other business partners

the company Kuno Engels Vertriebs-GmbH, Hauptstrasse 42, 42799 Leichlingen  
the company Kuno Engels GmbH + Co., Hauptstrasse 42, 42799 Leichlingen  
Managing Director: Dipl.-Ing. (FH) Tech. BW. Michael Linder

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### **1. Name and contact details of the responsible body**

This privacy policy applies to us,

Kuno Engels Vertriebs-GmbH  
Kuno Engels GmbH + Co.  
Managing Director: Dipl.-Ing. (FH) Tech. BW. Michael Linder  
Hauptstrasse 42  
42799 Leichlingen  
GERMANY

Tel .: +49 (0) 21 74/79 00-0  
Fax: +49 (0) 21 74/79 00-10  
E-Mail: [info@kunoengels.de](mailto:info@kunoengels.de)

as responsible body.

### **2. collection and storage of personal data; Nature, purpose and use**

When you or we instruct you, the following information is collected and stored:

- title, title, first name, last name
- Address
- E-mail address
- Telephone number (landline and / or mobile)
- Contact details of contact persons
- Customer and order numbers
- if necessary fax number
- If necessary, account information
- if applicable date of birth

In addition, all information is collected that is necessary for the fulfillment of the contracts with you.

The collection of personal data takes place

- to identify you as a customer or supplier ;
- to provide you with appropriate advice and information ;
- to fulfill our contractual obligations to you;
- to comply with our legal obligations:
  - for correspondence with you;
  - for invoicing or, if necessary, in the context of the dunning process;
  - for the establishment and processing of contract and delivery relationships.

The processing of the personal data takes place on the occasion of your inquiry with us as well as with current business relations and is necessary for the mentioned purposes for the processing of your order or our order and for the fulfillment of obligations from the underlying contract. You are not required to provide this information. Without collection of these data, however, we are unable to process orders or order. Based on these data processing is Art. 6 para. 1 lit. b GDPR.

We have legal obligations that require processing of your data. For example, we have to comply with HGB and AO commercial or tax-related retention requirements, which in some cases require us to retain data for up to 10 years or beyond the end of the business relationship. In addition, specific legal regulations may require a longer retention period (eg limitation periods of up to 30 years). Basis for the lawfulness of the processing of your data for this is kind Art. 6 para. 1 lit. c GDPR.

If necessary, we process your data for the protection of our legitimate interests or legitimate interests of third parties. Under this processing requests come from credit rating agencies (Creditreform) to determine credit and default risks, assertion of legal claims, ensuring the IT security and the organizing of marketing campaigns. Our legitimate interests are to gain new customers, financial default risks as early as possible to know n to be able to pursue legal claims, to prevent misuse of our offers and be able to provide a viable, secure IT infrastructure. In addition, we have a legitimate interest in continually improving our offering and providing you with an excellent service. Therefore, we can also process your data ( for example, master data resulting from the contract) to meet the current needs of our customers to learn and to adverti g or market and opinion research. The processing of data occurs in this case on the basis of type Art. 6 para. 1 lit. f GDPR.

Insofar as we state our legitimate interest or the legitimate interest of a third party as a legal basis, you are entitled to a right of objection pursuant to Article 21 GDPR.

For more information, see section "5. Your right to object".

### **3. Disclosure of data to third parties**

A transfer of your personal data to third parties will not take place. Exceptions to this apply only to the extent necessary for the execution of contractual relationships with you. This includes, in particular, the transfer to service providers commissioned by us (so-called contract processors, eg IT companies) or other third parties whose activities are necessary for the performance of the contract (eg shipping companies, suppliers, banks, payment service providers). Furthermore, this includes third parties to whom we are obliged to disclose (eg authorities, tax office) as well as third parties, which are necessary for the fulfillment of our commercial and tax obligations (eg customs, tax consultants). The transferred data may only be used by the third parties for the stated purposes.

Any transfer of your data to a country that is not a member of the European Union or a party to the Agreement on the European Economic Area will only be in the event of the necessary fulfillment of our contractual obligations under the existing contractual relationship.

#### **4. Your rights as an affected person**

You, as data subject, have different rights:

- Right of Withdrawal: You can revoke your consent at any time. The data processing, which is based on the revoked consent, may then no longer be continued in the future.
- Right to information Art. 15 GDPR: You can request information about your personal data processed by us. This applies in particular to the purposes of data processing, the categories of personal data, if applicable the categories of recipients, the duration of storage, if applicable the origin of your data and, if applicable, the existence of automated decision-making including profiling and possibly meaningful information about their details ,
- Right of rectification Art. 16 GDPR: You may request the correction to be incorrect or to complete your personal data stored with us.
- Deletion law Art. 17 GDPR: You may request the deletion of your personal data stored by us, as far as their processing is not for the exercise of the right to freedom of expression and information, to fulfill a legal obligation, for reasons of public interest or to assert, exercise or Defense of legal claims is required.
- Right to restriction of processing Art. 18 GDPR: You can demand the restriction of the processing of your personal data, as far as the accuracy of the data is disputed by you, the processing is unlawful, but you reject its deletion. You also have this right if we no longer need the information, but you need it to assert, exercise or defend your rights. In addition, you have this right if you have objected to the processing of your personal data;
- Right to Data Transferability Art. 20 GDPR: You may request that we provide you with the personal data you have provided to us in a structured, common and machine-readable format. Alternatively, you may request, as far as possible, the direct transfer of personal information you have provided us to another person in charge.
- Right to complain: You may complain to the supervisory authority responsible for us, eg if you believe that we process your personal data in an unlawful manner. The competent authority for us is:  
Land Commissioner for Data Protection and Freedom of Information North Rhine-Westphalia, Kavalleriestr. 2-4 • 40213 Dusseldorf; Tel .: +49 (0) 211 38424-0; Fax: +49 (0) 211 38424-10; E-Mail: poststelle@ldi.nrw.de.

#### **5. Your right to object**

If we process your personal data on the basis of a legitimate interest, you have the right to appeal against this processing (Art. 21 GDPR). If you would like to exercise your right of objection, a text message is sufficient. So you are welcome to write us a fax or e-mail us. Our contact details can be found under point 1. of this privacy policy.

#### **6. Data processing online**

Also via our website at [www.kunoengels.de](http://www.kunoengels.de) is the processing of certain personal data, including the IP address of website visitors. Additional privacy policy can be found online at [www.kunoengels.de/Data Privacy](http://www.kunoengels.de/Data Privacy) .