

Mandatory information acc. Art. 12 ff. DS-GVO

Contact details of the responsible person

Surname: Ehleuter
First given name: Franz

Contact details

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Where do we get your personal information from?

The collection of your data takes place in principle with you. The processing of the personal data provided by you is necessary for the fulfillment of the contractual obligations resulting from the contract concluded with us. Due to your cooperation obligations, it is essential to provide the personal data requested by us, otherwise we can not fulfill our contractual obligations. Accounting and / or tax disadvantages for you can not be excluded otherwise.

In the context of pre-contractual measures (eg master data acquisition in the prospect process) the provision of your personal data is necessary. If the requested data is not provided by you, a contract can not be concluded.

To provide our services, it may be necessary to process personal information that we collect from other companies or other third parties, such as For example, tax authorities, your business partner or the like have been permitted to do so.

Furthermore, we may process personal data from publicly available sources, eg. B. Internet sites, which we use and only for the purpose of the contract.

Purposes and legal bases of the processing

The personal data provided by you will be processed in accordance with the provisions of the European Data Protection Regulation (DS-GVO) and the Federal Data Protection Act (BDSG):

On the basis of a consent (in accordance with Article 6 (1) (a) of the DS-GVO)

The purposes of the processing of personal data arise from the granting of consent. Any given consent can be revoked at any time by you with effect for the future. Consents granted prior to the application of the DS-GVO (25 May 2018) can also be revoked. Processing that took place before the revocation remains unaffected by the revocation. Example: sending a newsletter, releasing the professional secrecy for the disclosure of the data provided by you at your request to third parties (eg banks, insurance companies, shareholders, etc.).

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BIC: GENODEF1MM1
VR-Bank Memmingen

For the fulfillment of contractual obligations (pursuant to Article 6 (1) (b) of the DS-GVO)

The purposes of the data processing arise on the one hand from the initiation of pre-contractual measures, which precede a contractually regulated business relationship and, on the other hand, to the fulfillment of the obligations arising from the contract concluded with you.

Due to legal requirements (pursuant to Article 6 (1) (c) DS-GVO) or in the public interest (pursuant to Article 6 (1) (e) of the DS-GVO)

The purposes of data processing arise from legal requirements or are in the public interest (eg compliance with retention requirements, proof of compliance with information and information obligations of the tax consultant).

In the context of weighing interests (pursuant to Article 6 (1) (f) of the DS-GVO)

The purposes of processing arise from the protection of our legitimate interests. It may be necessary to process the data provided by you beyond the actual performance of the contract. Our legitimate interest may be used to justify the further processing of the data you have provided, unless your interests or fundamental rights and freedoms prevail. Our legitimate interest may be in individual cases: Assertion of legal claims, defense against liability claims, prevention of criminal offenses.

Who receives the personal data provided by you?

Within our company, those areas have access to personal data provided by you that they need to fulfill their contractual and legal obligations and that are authorized to process this data.

In fulfillment of the contract concluded with you, only those bodies will receive the data provided by you, which they need for legal reasons, eg. Financial authorities, social security institutions, competent authorities and courts.

As part of our service delivery, we hire contractors who contribute to fulfill contractual obligations, such as: For example, data center service providers, IT partners, shredders, etc. These contractors are contractually obliged by us to comply with the professional secrecy and compliance with the requirements of the DS-GVO and the BDSG.

Are the data provided by you transmitted to third countries or international organizations?

A transfer of the data provided by you to a third country or an international organization will never take place. Should you wish to transfer the data provided by you to a third country or an international organization in individual cases, we will only do so after your written consent and release from professional secrecy.

Does automated decision making including profiling take place?

For the processing of the data provided by you no fully automated decision making (including profiling) acc. Art. 22 DS-GVO is used.

Duration of processing (deletion criteria)

The processing of the data provided by you takes place as long as it is necessary to achieve the contractually agreed purpose, as long as the contractual relationship with you exists. After the termination of the contract, the data provided by you will be processed to comply with statutory retention requirements or our legitimate interests. After the expiry of the statutory retention periods and / or the loss of our legitimate interests, the data provided by you will be deleted.

Expected deadlines of our storage obligations and our legitimate interests:

- fulfillment of commercial, tax and professional retention periods. The deadlines for storage and documentation are two to ten years.
- Preservation of evidence under the statute of limitations. According to §§195 ff. Of the Civil Code (BGB), these limitation periods can be up to 30 years, whereby the regular limitation period is three years.

Information about your rights

- Right to **information** acc. Art. 15 DS-GVO:
 - You have the right, upon request, to obtain free information as to whether and what data is stored about you and for what purpose the storage takes place.
- Right to **correction** acc. Art. 16 DS-GVO:
 - You have the right to request immediate correction of your incorrect personal data from the person responsible. Taking into account the purposes of processing, you have the right to request the completion of incomplete personal data, including by means of a supplementary statement.
- Right to **cancellation** ("right to be forgotten") according to Art. Art. 17 DS-GVO:
 - You have the right to ask the person responsible for your data to be deleted immediately. The controller is obliged to delete personal data immediately if one of the following reasons applies:
 - Purposes for which the personal data were collected are omitted
 - You revoke your consent to processing. There is no other legal basis for the processing
 - You object to the processing. There is no other legal basis for the processing
 - The personal data were processed unlawfully
 - The deletion of personal data is required to fulfill a legal obligation under Union or national law to which the controller is subject.
 - The personal data have been collected in relation to information society services offered pursuant to Article 8 (1).

Right to **restriction of processing** acc. Art. 18 DS-GVO & § 35 BDSG:

- Sie haben das Recht die Einschränkung der Verarbeitung zu verlangen, wenn eine der folgenden Voraussetzungen gegeben ist:
 - The accuracy of your personal data is questioned by you.
 - The processing is illegal; They refuse a deletion, however.
 - personal data is no longer needed for the purposes of processing; However, you need the information to assert, exercise or defend your rights.
 - You have objection to the processing acc. Art. 21 para. 1 DS-GVO. As long as it is not clear whether the legitimate reasons of the person responsible prevail over you, processing will be restricted.

- Right to **data portability** acc. Art. 20 DS-GVO:
 - You have the right to receive the data provided by you in a structured, common and machine-readable format from the person responsible. A forwarding to another responsible person may not be hindered by us.

- **Right of opposition** acc. Art. 21 DS-GVO:
 - Please contact the person responsible for processing (see above).

- **Complaint** at the supervisory authority acc. Art. 13 para. 2 lit. d, 77 DS-GVO i. V. m § 19 BDSG:
 - If you believe that the processing of your data violates the DS-GVO, you have the right to lodge a complaint with the regulatory authority. Please contact the responsible supervisory authority

- **Withdrawal of consent** acc. Art. 7 (3) DS-GVO:
 - Is the processing based on your consent in accordance with Article 6 (1) (a) or Article 9 (2) (a) (processing of special categories of personal data), you are entitled at any time to withdraw the appropriately bound consent without the legality of the consent given until it has been revoked Processing is touched.