



Frankfurt, 17.05.2018

Data protection information

With this information sheet we inform you about our processing of your personal data and about the rights you are entitled to according to the data protection law. However, this information does not concern the processing of data on the Internet. We provide information on this under the keyword "data protection" on our website www.hki-online.de.

Who is responsible for data processing, whom can you contact?

Responsible within the meaning of the data protection law is

HKI Industrial Association e. V.
Lyoner Str. 9

60528 Frankfurt, Germany

Phone: 069-256268-0; email: info(a)hki-online.de

You will find further information on our internet pages, e.g. in the imprint: <https://www.hki-onlin.de/impressum>

Our company has appointed a data protection officer, with the following contact details:

- By post: Our address, see above, please with the addition "for the attention of the data protection officer"
- e-mail: datenschutz(a)hki-online.de
- Phone: Please call our central phone number

Which data are processed by us?

We process the following categories of personal data:

- Master data, especially name, address, telephone, email, date of birth, if applicable,
- Contract data and accounting data, in particular details of services, delivery address, invoice data, bank and payment data,
- Creditworthiness data where necessary,
- For business partners, data of contact persons in the company
- Other data provided by you

Where does your data come from? Is there an obligation to provide data? Do we use automated decision making?

Your personal data is usually collected directly from you, in certain constellations also from other parties. In particular, we may have received data from third parties if you involve a representative, when placing an order or processing a contract.

As mandatory data, we only collect such information as is necessary for the execution of the respective contract and for the fulfilment of associated legal obligations, otherwise the execution of the contract is not possible. All further information is voluntary.

No decisions are made with regard to your person that are based solely on automated decision making or profiling, otherwise you will be informed.

For what purposes and on what legal basis do we process your data?

We process your personal data in compliance with the Datenschutzgrundverordnung (DSGVO = GDPR), the Bundesdatenschutzgesetz (BDSG) and all other relevant laws.

a) Advertising, information, consulting, customer satisfaction survey

We process your data to send you information about our services. As an HKI member and business partner, we also provide you with interesting information by phone or email. The legal basis for this is Art. 6 para. 1 letter f with our legitimate interest in information and advertising, taking into account the restrictions of § 7 UWG to ensure that this advertising does not in any way constitute a nuisance for you, in conjunction with Art. 6 para. 1 letter a) DSGVO in the event of your consent.

b) Other purposes

If other purposes of data processing arise in addition to the already existing purposes, we check whether these are compatible with the original collection purposes. Otherwise, we will inform you about the respective supplementation or change of purpose, ensure compliance with the data protection principles according to Art. 5 and in particular, if necessary, not carry out the processing without your consent, in accordance with the legal basis Art. 6 para. 1 letter a) DSGVO.

Who receives your data?

Within our company, only those persons and bodies receive your data that need them to fulfil our contractual and legal obligations or to carry out the respective tasks.

Within the HKI Association, data required for the procurement of information, opinion-forming and representation of interests is also passed on from one member to another. This transfer is limited to the absolutely necessary company-specific data.

We use service companies that are granted access to your data to the extent necessary in each case and may use them exclusively for the fulfilment of the orders placed by us:

- IT service providers and computer centres
- Banks and credit agencies
- Sales representatives and authorized sales personnel
- Accounting service providers and tax auditors
- Delivery and logistics service provider
- Address service providers, printing houses, dispatch service
- Other external service providers

Authorities, including the tax authorities, will receive your data insofar as we are legally obliged to transmit it.

No further transmission of data will take place unless we are legally entitled or obliged to do so or you have given your consent.

We process data exclusively within the European Union.

How long is the data stored?

We delete your personal data when the contractual relationship with you is terminated, all mutual claims have been fulfilled and

there are no further legal storage obligations or legal bases for data storage. The storage obligations under commercial and tax law apply for a period of up to 10 years.

What rights can you assert?

You have the right to information about the personal data processed by us concerning your person in accordance with Article 15 DSGVO. You have the right of rectification under Article 16 DSGVO, the right of deletion under Article 17 DSGVO, the right to restrict processing under Article 18 DSGVO, the right of objection under Article 21 DSGVO and the right of data transferability under Article 20 DSGVO. With regard to the right to information and the right of deletion, the restrictions under Articles 34 and 35 BDSG apply. Furthermore, the restrictions resulting from our obligation to fulfil contracts and legal obligations apply.

Revocation of consents

You can revoke any consent given to us to process your personal data at any time with effect for the future by sending us a message to this effect. This also applies to the revocation of declarations of consent that were issued to us prior to the validity of the DSGVO, i.e. before 25 May 2018. Please note that the revocation is only effective for the future. Processing that took place before the revocation is not affected. The revocation can be sent to us in any form with the subject line "Revocation", stating your name and address.

As a precautionary measure, we would like to point out that even after your revocation of a consent, in whole or in part, further data processing may still be carried out by us if there is a further legal basis for this.

Right of objection in individual cases:

You have the right to object at any time, for reasons arising from your particular situation, to the processing of personal data concerning you, which is carried out on the basis of Article 6 paragraph 1 letter f DSGVO. The objection can be sent to us without any formality with the subject line "Objection", stating your name and address.

If you lodge an objection, we will no longer process your personal data unless we can prove that there are compelling legitimate reasons for processing which outweigh your interests, rights and freedoms, or unless the processing serves to assert, exercise or defend legal claims.

Opposition to direct mail

As described, we process your personal data for the purpose of direct advertising. You have the right to object at any time to the processing of personal data concerning you for the purpose of such marketing, including profiling, insofar as it is related to such direct marketing. If you object to processing for the purposes of direct marketing, we will no longer process your personal data for those purposes. The objection can be sent to us without any formality with the subject line "Objection to direct advertising", stating your name and address.

Right of appeal

If you have any questions on the subject of personal data or complaints, you can always contact us, the contact persons known to you or our data protection officer. There is a right of complaint to a competent data protection supervisory authority in accordance with Article 77 DSGVO in conjunction with § 19 BDSG, for example with the State Commissioner for Data Protection and Freedom of Information LDI NRW, Kavalleriestr. 2 - 4, 40213 Düsseldorf.

How can you obtain further information?

In addition to this information sheet, we refer you to all information you are aware of about our company and our processing of your data and which we will provide you with in the future. If you require further information, please contact the contact persons you know, our head office or our data protection officer. They will be pleased to help you.