

## Privacy policy for business partners

The protection and security of personal data (hereinafter also referred to as "Data"), privacy and the right to self-determination in information matters of our contacts at customers, retail partners, suppliers and other business partners (hereinafter jointly referred to as "Business Partners") is an important issue for us.

Please ensure that you also make this privacy policy available to employees whose Data we may process for purposes such as establishing contact.

### Responsible party, contact details, data protection officer

Under Article 4 no. 7 of the EU's General Data Protection Regulation ("GDPR"), **BEGA Gantenbrink-Leuchten KG**, Hennenbusch, P.O. Box 3160, D-58689 Menden (Sauerland) is the responsible party, represented by its Managing Directors Dipl. Kfm. Bruno Gantenbrink, Dipl. Ing. Architekt Heiner

Gantenbrink, Dipl. Wirtsch.-Ing. Heinrich Johannes Gantenbrink and M.Sc. International Business Maximilian Helmut Gantenbrink.

If you have any questions or comments about this privacy policy or general ones about data protection, please contact our **Data Protection Officer**. You can get in touch with them as follows:

Data Protection Officer

c/o BEGA Gantenbrink-Leuchten KG

P.O. Box 3160

D-58689 Menden

E-mail address: [ds\\_beauftragter@bega.de](mailto:ds_beauftragter@bega.de)

### Categories of Data processed, purposes of the processing, legal bases

We process your Data on the legal basis of Article 6 (1)(1)(b) GDPR for the fulfilment of contracts or the implementation of pre-contractual measures, in other words for the administration, planning, implementation and execution of business relationships to which the data subject is party. This also applies to processing operations required for the implementation of pre-contractual measures.

For the purposes of organising and executing orders, we process Data such as contact details (first names, surnames, e-mail addresses, telephone numbers, company names, customer numbers) of contacts, payment and invoice information, order information including order histories (order and confirmation dates, order numbers, customer numbers), Data about maintenance and guarantee and warranty work and categories of Data that we need to assert, exercise or defend legal claims as well as information collected from publicly available sources, information databases or credit agencies.

On the basis of Article 6 (1)(1)(f) GDPR, we process your Data for the purposes of protecting our legitimate interests, such as for the implementation of marketing measures, market analyses and surveys, to assert or defend legal claims or for financial reporting purposes. Provided that a legitimate interest exists, we process your order value, name and address Data for the purposes of a credit check. To this end, we work together with Creditreform Boniversum GmbH, Hellersbergstraße 11, 41460 Neuss, to which we pass on your personal Data and then receive the result of the test, which is determined automatically. In accordance with Article 14 GDPR, you can find information on the processing of Data at Creditreform Boniversum GmbH at <https://www.boniversum.de/eu-dsgvo/?lang=en>

Please note that you may object to the processing on the basis of our legitimate interests at any time.

### Communication and disclosure of Data

For the processing of Data, BEGA sometimes uses processors which are required to follow our instructions. These have been carefully selected and commissioned and are monitored on a regular basis. Their commissioning is based on agreements on order processing in accordance with Article 28 GDPR. Recipients and processors include billing service providers, printing and postal service providers, freight forwarders, insurance companies, insurance brokers and experts for the assessment and settlement of claims, banks and payment service providers for the processing of payments, telecommunications and IT service providers for the operation of telecommunications and IT systems (including providers of cloud software), accountants and auditors. Insofar as we disclose Data to authorities, courts or lawyers, this is done within the scope of what is permitted by law in order to enforce legal claims, defend ourselves against third-party claims or comply with applicable law. Article 6 (1)(1)(c) and (f) GDPR serve as the legal bases in this respect.

BEGA may transfer personal Data to other companies for the above purposes, but only if this is required in order to achieve them. Article 6 (1)(1)(b) and (f) GDPR serve as the legal bases in this respect.

### Retention period

The Data processed by us is deleted or its processing limited in compliance with legal requirements, particularly in accordance with Articles 17 and 18 GDPR. Unless expressly indicated in this privacy policy, we delete the Data we have stored as soon as it is no longer needed for its purpose. Beyond this point in time, the Data shall only be collected if it is necessary for other legally permissible purposes or the Data is required to be retained for longer on the basis of statutory retention requirements. In these cases, the processing shall be limited, i.e. blocked, and the Data not processed for any other purposes.

### Your rights

In accordance with the statutory requirements, you may assert the following rights free of charge vis-à-vis the party responsible for data protection:

- Right to information (Article 15 GDPR);
- Right to rectification or erasure (Articles 16 and 17 GDPR);
- Right to restriction of processing (Article 18 GDPR);
- Right to data portability (Article 20 GDPR);
- Right to object to processing (Article 21 GDPR);
- Right to withdraw consent once given so that the data processing based on your consent may not be continued in the future (Article 7 (3) GDPR).

To assert your rights, please contact our data protection officer using the details above. Without prejudice to any other administrative or judicial remedy, you have the right to submit a complaint to a supervisory authority, in particular in the member state of your place of residence, place of work or the place of the suspected infringement, if you believe that the processing of personal Data relating to you violates the GDPR.