

Information on data processing for business partners and their contact persons



Dear Sir or Madam,

In accordance with Articles 13, 14, and 21 of the General Data Protection Regulation (GDPR), we hereby inform you about the processing of personal data transmitted to us by you as well as data collected by us, and your rights in this regard.

Controller for data processing

ASSKEA GmbH
Haßlocher Str. 9
99189 Gebesee

Phone: +49 3620157970
Email: info@asskea.de

For inquiries regarding data protection, please contact the following email address: kontakt@adhoc-datenschutz.de

Purposes and legal basis of data processing

We collect and process your personal data as far as necessary for the conclusion and fulfillment of a contract or for the implementation of pre-contractual measures (e.g., for creating an offer). The legal basis for this is Art. 6 para. 1 letter b) GDPR.

We collect your personal data when you get in touch with us, such as when you contact us via email, phone, letter, web form, or in person as an interested party, supplier, or customer. Your personal data is also processed by us when you already use our products and services within an existing business relationship. Additionally, we process personal data from publicly accessible sources.

For the aforementioned purposes, we regularly require the following data:

- Personal information (e.g., name, first name),
- Contact details (e.g., phone number, email address),
- Company information (e.g., location, authorized representatives),
- Contract and billing data (e.g., bank details).

Without this data, we are unable to conclude and fulfill a contract with you or your company.

If you provide us with explicit consent for the processing of personal data for specific purposes, the legality of this processing is based on your consent according to Art. 6 para. 1 lit. a) GDPR. You can revoke your consent at any time (see section 'Your Rights').

We process your data to safeguard our legitimate interests or those of third parties (Art. 6 para. 1 letter f) GDPR).

This may be particularly necessary for:

- Direct marketing,
- Statistics,
- Ensuring IT security and IT operations,
- Internal administrative purposes,
- Conducting reminder or debt collection procedures.

Furthermore, we process your personal data to fulfill legal obligations, such as commercial and tax retention obligations. The legal basis for processing in this case is the respective legal regulations in conjunction with Art. 6 para. 1 letter c) GDPR.

If we intend to process your personal data for a purpose not mentioned above, we will inform you in accordance with legal provisions beforehand.

Categories of recipients of personal data

"Specific departments within our company undertake certain data processing tasks. For instance, your data may be processed centrally by a department within our company for the central administration of address data, contract and service processing, invoicing, or mail handling.

External service providers:

Only those external entities that require access to your data for the fulfillment of our contractual and legal obligations will have access, such as printing and postage services, IT service providers, card service providers, and logistics companies. Where necessary, we have entered into data processing agreements according to Art. 28 GDPR with these entities.

Financial or law enforcement authorities and other third parties may receive data as required by superior legal regulations."

Transfer of data to a third country

If we or any of our external service providers transfer personal data to service providers outside the European Economic Area (EEA), such transmission will only occur if the third country has been confirmed by the EU Commission to have an adequate level of data protection or if other appropriate data protection safeguards (e.g., EU Standard Contractual Clauses) are in place.

Duration of data storage

Your personal data is regularly deleted once it is no longer necessary for the purpose for which it was collected. We also store your personal data as required by law. Corresponding, limited retention and documentation obligations arise, among other things, from the Commercial Code and the Fiscal Code. The retention periods can be up to ten years.

Your rights

You have the right to information according to Art. 15 GDPR, the right to rectification according to Art. 16 GDPR, the right to erasure according to Art. 17 GDPR, the right to restriction of processing according to Art. 18 GDPR, the right to notification according to Art. 19 GDPR, and the right to data portability according to Art. 20 GDPR.

Furthermore, you have the right to lodge a complaint with a data protection supervisory authority according to Art. 77 GDPR if you believe that the processing of your personal data is not lawful. This right to lodge a complaint is without prejudice to any other administrative or judicial remedy.

If we process data based on your consent according to Art. 7 GDPR, you have the right to withdraw this consent at any time. Please note that the withdrawal only applies to the future. Processing that occurred before the withdrawal is not affected. Please also note that we may have to retain certain data for a specific period to comply with legal requirements (see section 'Duration of data storage').

If we process your data based on Art. 6 para. 1 lit. f) GDPR to safeguard our legitimate interests, you have the right according to Art. 21 GDPR to object to the processing of this data at any time for reasons arising from your particular situation. We will then no longer process this personal data unless we can demonstrate compelling legitimate grounds for the processing that override your interests, rights, and freedoms, or if the processing serves the establishment, exercise, or defense of legal claims.

To assert your rights, feel free to contact us.

Automated decision-making

Automated individual decision-making within the meaning of Art. 22 GDPR does not take place.