



## **Complete information for interested parties, customers, suppliers and forwarding agencies according to Art. 13 DSGVO**

### **1. Name of the processing activity**

The privacy notices are in connection with offer and order processing, storage of documents, e-mail / calendar / contacts management.

### **2. Name and contact details of the responsible unit**

BEN Buchele Elektromotorenwerke GmbH  
Poppenreuther Straße 49a, D-90419 Nuernberg  
Phone +49 911 / 3748-0  
Fax +49 911 / 3748-138  
E-Mail [info@benbuchele.de](mailto:info@benbuchele.de)

### **3. Contact details of the data protection officer**

a.s.k. Datenschutz e.K.  
Schulstrasse 16a, D-91245 Simmelsdorf  
Phone +49 9155 / 2639970  
E-Mail [extdsb@ask-datenschutz.de](mailto:extdsb@ask-datenschutz.de)

### **4. Purposes and legal bases of the processing**

Your data will be collected in order to

- prepare the tender and contract documents,
- archive the documents,
- manage the correspondence, appointments and contacts with Outlook.

Your data will be processed on the basis of Art. 6 para. 1 letters a, b and c DSGVO in conjunction with the GoBD.

### **5. Recipients or categories of recipients of personal data**

Your personal data will only be passed on to external parties, as far as it is absolutely necessary for order processing or for financial audit purposes.

### **6. Transfer of personal data to a third country**

It is not planned to transfer your personal data to a third country / international organization.

### **7. Duration of storage of personal data**

After collection your data will be stored at BEN Buchele Elektromotorenwerke GmbH as long as required by the legal retention periods for the respective task according to above No. 4, e.g. ten years for tax-relevant documents.

## **8. Affected rights**

According to the EU Data Protection Regulation, you have the following rights:

If your personal data are processed, you have the right to obtain information about the data stored about you (Art. 15 DSGVO).

If incorrect personal data are processed, you are entitled to a correction (Art. 16 DSGVO).

If the legal prerequisites exist, you can request the deletion or limitation of the processing and appeal against the processing (Art. 17, 18 and 21 DSGVO).

If you have consented to the data processing or a data-processing contract and the data processing is carried out using automated procedures, you may be entitled to data transferability (Art. 20 DSGVO).

If you make use of your rights mentioned above, BEN Buchele Elektromotorenwerke GmbH checks whether the legal requirements for this are met.

Furthermore, there is a right of appeal to the responsible country commissioner for data protection:

Bayerisches Landesamt für Datenschutzaufsicht

Promenade 27 (Schloss), D-91522 Ansbach

Phone +49 981 / 531300

Fax +49 981 / 53981300

E-Mail [poststelle@lda.bayern.de](mailto:poststelle@lda.bayern.de)

## **9. Withdrawal with consent**

If you have consented to the processing by the BEN Buchele Elektromotorenwerke GmbH by a corresponding statement, you can revoke the consent at any time for the future. The legality of the data processing carried out on the basis of the consent until the revocation is not affected by this.

## **10. Duty to provide the data**

You are required to provide your details. This obligation arises from the underlying legal transaction.

BEN Buchele Elektromotorenwerke GmbH needs your data for a proper order processing. If you do not provide the required data, no legal transaction can be concluded with you.

19.06.2018