Mandatory information according to Art. 13 GDPR

(Business Partners)

The controller within the meaning of the GDPR is your respective contractual partner.

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If you would like information on the subject of data protection and our handling of your personal data and to exercise your rights, please use the contact details above.

Data Protection Officer

Nils Volmer, LL.M.
meibers.datenschutz GmbH
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48151 Münster
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Your rights

You have the following rights with regard to your personal data:

- Right to information
- Right to rectification or erasure
- Right to restriction of processing
- Right to object to the processing
- Right to data portability

You also have the right to complain to a data protection supervisory authority about the processing of your personal data by us.

Revocation of consent

If you have given your consent to the processing of your data, you can revoke this at any time. Such a revocation affects the permissibility of the processing of your personal data after you have declared it to us. You can declare your revocation to us using the contact details given above.

Objection to the processing of your data

You have the right to object to the processing of your personal data at any time, insofar as we base the processing on a balancing of interests or the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us. When exercising such an objection, we ask you to explain the reasons why we should not process your personal data as we have done. In the event of your justified objection, we will examine the situation and stop or adapt the processing unless we can demonstrate compelling legitimate grounds for the processing that outweigh your interests, rights and freedoms or the processing serves to assert, exercise or defend legal claims. You also have the right to object to the processing of your personal data for direct marketing purposes at any time. If you object to the processing of your personal data for direct marketing purposes, we will no longer process your personal data for these purposes. You can inform us of your objection using the contact details given above.

Purposes of processing and processing activities

1. The controller (hereinafter referred to as 'OKE') processes your personal data insofar as this is necessary for the establishment, performance or termination of a contract with you. The legal basis for the processing in this case is Art. 6 (1) b GDPR. Further information on the individual processing activities with their purpose descriptions and legal bases can be found in the overview of processing activities at the end of this information.
2. Beyond the fulfillment of the contract, OKE processes personal data in accordance with Art. 6 (1) f GDPR insofar as processing is necessary for the purposes of the legitimate interests pursued by OKE or by a third party, except where such interests are overridden by your interests or fundamental rights and freedoms which require protection of personal data. Such a legitimate interest exists, for example, in the assertion of legal claims and the defense in legal disputes or the appropriate response to general inquiries. There is also a legitimate interest in responding to misdirected and incorrectly received and/or received correspondence and in avoiding liability cases as a result of the withdrawal of advertising consent or objection to the receipt of advertising.

3. In addition, OKE processes personal data in accordance with Art. 6 (1) c GDPR, insofar as this is necessary to fulfill legal obligations to which OKE is subject as a company. The purposes of processing include retention obligations under commercial and tax law in accordance with Section 257 of the German Commercial Code (HGB) and Section 147 of the German Fiscal Code (AO).

Receiver

Recipients of personal data may be

- Customers
- Business partners
- Suppliers/contractors
- Interested parties
- Service providers
- Tax consultants/auditors
- Accounting and controlling
- Tax office/financial administration
- Banks
- Financial service providers
- Collection service providers
- Credit agencies
- Insurances
- Authorities/customs
- IT and software service providers
- Postal and shipping service providers
- Disposal companies
- Lawyers
- Courts

- Affiliated company/affiliated companies, Group management
- IT employees and administration
- Data protection officer / data protection team

Transfer to third countries

A transfer to third countries or international organizations is not intended. In the context of order processing and contract execution, it may be necessary for personal data of business partners to be transmitted to affiliated companies of the OKE Group. The transmission takes place in compliance with the applicable data protection regulations. To protect personal data when it is transferred to third countries, we use technical and organizational measures that meet the requirements of the GDPR.

We use various Microsoft services (Microsoft 365, Microsoft Exchange, Microsoft Teams). Only European servers are used. Nevertheless, when using Microsoft services, the transmission of personal data to Microsoft servers in third countries, in particular the USA, cannot be completely ruled out. The transfer of personal data to third countries depends on the respective Microsoft service and is subject to the various EU standard contractual clauses, insofar as these are offered by Microsoft. Further information on this and Microsoft's responsibility can be found below the following links:

https://privacy.microsoft.com/de-de/ and https://www.microsoft.com/de-de/trust- center/privacyhttps://business.safety.google/gdpr/

A copy of the EU standard contractual clauses can be viewed there. Microsoft has joined the EU-U.S. Data Privacy Framework(https://www.dataprivacyframework.gov), which guarantees compliance with an appropriate level of data protection on the basis of a decision by the European Commission.

We use Microsoft services in particular to communicate with you. We also use the Office and collaboration applications provided by Microsoft to enable flexible collaboration within and outside the company, as well as between the affiliated companies of the OKE Group, and to ensure the secure and flexible availability of data and information using cloud computing services.

The Microsoft services used may have access to personal data that we process for the a forementioned purposes. Further information on the services used, the scope of data processing and the technologies and processes involved in the use of the respective services can be found below in the further information section on the services we use and under the links provided there:

Microsoft 365, Exchange and Teams, provider: Microsoft Ireland Operations Limited, Ireland. Microsoft Ireland Operations Limited is a subsidiary of Microsoft Corporation, United States of America.

- Website Microsoft 365:

https://www.microsoft.com/de-de/microsoft-365/
- Website Microsoft Exchange: https://www.microsoft.com/de-de/microsoft-365/exchange/email
- Website Microsoft Teams: https://www.microsoft.com/de-de/microsoft-teams/group-chat-software

Further information and data protection: https://privacy.microsoft.com/de-de/ and https://www.microsoft.com/de-de/trust-center/privacy

Guarantee: EU standard contractual clauses. You can request a copy of the EU standard contractual clauses from us. The provider has signed up to the EU-US Data Privacy Framework(https://www.dataprivacyframework.gov), which guarantees compliance with an appropriate level of data protection on the basis of a decision by the European Commission.

Duration of storage

We store personal data depending on the respective purpose of the processing. These are deleted or destroyed at the latest after expiry of the statutory retention periods; personal data are anonymized as far as possible before this.
In the event that you have consented to the processing of your personal data, we will store your personal data until you withdraw your consent.

Obligation to provide

The provision of personal data is neither legally nor contractually required but may be necessary for the conclusion or performance of a contract. There is an obligation to provide personal data if it is required for the performance of a contract. Failure to do so may mean that the contract cannot be concluded or executed.

Overview of the processing activities

Customer data management (accounts receivable)

Purposes of processing: Management of all customer-relevant data as well as prospective customer data.
Legal basis: Art. 6 (1) b GDPR
Recipients: Banks, tax authorities, third-party financiers, courts, Group management, employees, tax consultants, auditors, accounting, data protection officer / data protection team, OKE Group (parent company), waste disposal service providers, lawyers, software and IT service providers, IT and administration employees

1. **Management of data from business partners, suppliers and other service providers (creditors)**

Purposes of processing: Management of creditor data.
Legal basis: Art. 6 (1) b GDPR
Recipients: banks, tax authorities, tax consultants, insurance companies, delivery and service providers, auditors, data protection officer / data protection team, OKE Group (parent company), waste disposal service providers, lawyers, software and IT service providers, controlling employees, IT and administration employees, affiliates companies

2. **Contract management**
Purposes of processing: Management of all contractual documents relevant to the company (contracts, confidentiality agreements, etc.)
Legal basis: Art. 6 (1) b GDPR
Recipients: Head of department, Group management, auditors, accounting, data protection officer / data protection team, OKE Group (parent company), IT and administration employees, software and IT service providers

3. **Quality management**
Purposes of processing: Quality planning (definition of quality standards and objectives). Quality control (checking products and processes for compliance with standards. Quality assurance (measures to avoid errors and for continuous improvement). Process optimization (analysis and adaptation of processes to increase efficiency). Customer orientation (consideration of customer feedback to improve quality).
Legal basis: Art. 6 (1) b GDPR
Recipients: Department heads, customers, partners, suppliers/service providers, IT and administration employees, software and IT service providers

4. **Facility-Management**
Purposes of processing: Administration and management of buildings and their technical installations and facilities.
Legal basis: Art. 6 (1) b GDPR
Recipients: Employees, partners, tax advisors, insurance for goods and services, auditors, suppliers/service providers, management, software and IT service providers, OKE Group (parent company), controlling and accounting staff, IT staff and administrators, head office staff, affiliated companies

5. **Processing of inquiries**
Purposes of processing: Administration, processing and answering internal and external inquiries.
Legal basis: Art. 6 (1) b GDPR, Art. 6 (1) f) GDPR, Legitimate interests: Proper response to general inquiries
Recipients: Department heads, interested parties, Group management, customers, interested parties, employees, partners, service providers, suppliers, management, data protection officer, data protection team, waste disposal service providers, lawyers, software and IT service providers, OKE Group (parent company), IT employees and

administrators

6. **Contract processing/order processing**
Purposes of processing: Initiation, execution and processing of contracts with customers, companies, suppliers and other service providers.
Legal basis: Art. 6 (1) b GDPR
Recipients: Banks, tax authorities, tax consultants, debt collection companies, tax consultants, auditors, main customs office, lawyers, software and IT service providers, affiliated companies

7. **Purchasing**
Purposes of processing: Purchase of goods and/or services.
Legal basis: Art. 6 (1) b GDPR
Recipients: Heads of department, banks, tax authorities, tax consultants, supply/service insurers, data protection officer/data protection team, waste disposal service providers, lawyers, software and IT service providers, OKE Group (parent company), controlling and accounting employees, IT employees and administrators

8. **Financial accounting / bookkeeping**
Purposes of processing: Determination, administration and booking of all income and expenditure, in particular for the purpose of determining and paying taxes and duties.
Legal basis: Art. 6 (1) b GDPR, Art. 6 (1) c GDPR (taxes and duties)
Recipients: Banks, tax authorities, customers, tax consultants, auditors, service providers, OKE Group (parent company), software and IT service providers, controlling and accounting employees

9. **Dunning**
Purposes of processing: Carrying out dunning and debt collection for the purpose of debt enforcement.
Legal basis: Art. 6 (1) f GDPR, Legitimate interests: Enforcement of claims; avoidance of bad debts; prevention of fraud and abuse
Recipients: Courts, debt collection agencies, auditors, accounting, software and IT service providers, OKE Group (parent company), controlling and accounting employees, IT employees and administrators, affiliated companies

10. **Credit check**
Purposes of processing: verification of payment and creditworthiness; assessment of the risk of bad debt losses; prevention of fraud and abuse.
Legal basis: Art. 6 (1) f GDPR, legitimate interests: Avoidance of bad debts, prevention of fraud and abuse.
Recipients: Courts, debt collection agencies, auditors, accountants, lawyers, IT employees and administrators, software and IT service providers

11. **Appointment management**

Purposes of processing: Management of appointments.
Legal basis: Art. 6 (1) b GDPR
Recipients: Employees, data protection team, software and IT service providers, IT and administration employees, OKE Group (parent company)