

**Contact details of the controller:**

BORSI GmbH & Co KG  
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Data protection is a matter of trust and your trust is important for us. Therefore, the protection and lawful handling of your personal data (“processing”) is very important for us. All information regarding your person (name, phone number, email address, IP address, etc.) as well as all information that can lead directly to you is considered to be personal data.

We want you to know when we collect personal data and how we use it. We have taken technical and organizational measures to assure that we as well as external service providers with whom we concluded a data processing agreement according to Art. 28 GDPR comply with the data protection regulations.

Information provided by you will exclusively be processed in accordance with the GDPR of the European Union (EU) and the new Federal Data Protection Act (valid as of 25<sup>th</sup> May 2018).

**Information obligation according to Art. 13 GDPR:**

According to Art. 13 of the General Data Protection Regulation we are obliged to provide the relevant information whenever personal data is collected from the data subject.

**Data protection officer:**

Thomas Schneider, DSB Baden GmbH, [data-protection-officer@borsi.de](mailto:data-protection-officer@borsi.de) (when you contact him please write our company name in the subject line so that he can allocate your message)

**Which personal data of you is processed by us? And for which purposes?**

The information you provided (your contact data and maybe your concern) is exclusively processed to answer your inquiry and within the scope of the preparation of a possible business connection.

**Legal basis of the processing operation**

Your data is processed in accordance with

- Art. 6 paragraph 1 lit. f GDPR („legitimate interests“):
  - because we may expect that your company is interested in being contacted by us.
  - We need the data of contact persons in order to initiate, realize and handle the business relationship with your company. For this purpose we also store information on business processes.
  - For the execution of credit checks and others
- In specific cases your data will be processed based on your explicit authorization according to Art. 6, paragraph 1 lit a. You may withdraw this authorization with effect for the future at any time.

We store your contact data in our commercial systems. In case you have sent an inquiry we will also store it until the cessation of the purpose limitation and the legal basis.

**Which recipients the data may be disclosed to?**

Generally, your data are not disclosed to any third party, unless this is required to fulfill your request within the scope of an order processing according to Art. 28 GDPR or based on a legal obligation.

**How long will the data be stored?**

The data will be stored at least for the period needed to execute your request or a contractual relationship. Generally, we assume to work on an unlimited business relation. Therefore, we only delete data when you ask us to do this – in case there are conflicting legal obligations regarding the storage (e.g. from commercial or tax law) the data will not be deleted until the end of these deadlines. If our system does not allow the deletion we will anonymize the data so that no personal connection can be made any longer.

We use to check if a further processing of our data is necessary at the end of each year. Due to the amount of the data this check is done with regard to specific kinds or purposes of data processed.

### **Your rights – Rights of the data subject according to GDPR**

Art. 12 – 23 GDPR define the rights of the data subject, i.e. your rights concerning the handling of your personal data. With respect to us these are mainly:

Right to information to be provided upon collection of personal data from the data subject:

- Right of access by the data subject according to Art. 15 GDPR
- Right to rectification according to Art. 16 GDPR
- Right to erasure (right to be forgotten) according to Art. 17 GDPR
- Right to restriction of processing according to Art. 18 GDPR
- If applicable: Right to data portability according to Art. 20 GDPR
- Right to object according to Art. 21 GDPR
- Right to complain:  
Finally, you have the right to complain at a data protection supervisory authority.

A list of data protection officers and their contact data is available here:

[https://www.bfdi.bund.de/DE/Infothek/Anschriften\\_Links/anschriften\\_links-node.html](https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.html)

We will support you in accordance with the GDPR and further legal regulations so that you can assert your rights.

Please address inquiries concerning the exercise of your rights to BORSI GmbH & Co. KG, Am Ziegelplatz 11, 77746 Schutterwald / Germany. Please understand that – also on behalf of the rights of other persons – we can only provide information about personal data if you can identify yourself in an appropriate manner. Therefore, we prefer the following procedure:

Upon written inquiry we will be pleased to answer your concern. You will get a registered letter containing the information you asked for. For any queries we ask you to give us additional contact data (email and/or phone number).

### **Security advice**

We do our best to store your personal data by means of using all technical and organizational options in such a way that they are inaccessible to third parties. We cannot guarantee full data protection for communications via non-encrypted emails. For confidential information we recommend that you use the postal service.

BORSI GmbH & Co. KG  
As at: 03.09.2020