

Processing of business partner data

Status: 07.04.2025

1. Person responsible

Name / designation of the person responsible	KERN LIEBERS GmbH & Co KG
Street	Dr.-Kurt-Steim-Str. 35
Zip code / City	78713 Schramberg
Telephone	+49 7422 511-0
E-mail address	info@kern-liebers.com
Internet address / URL	www.kern-liebers.com

2. Legal representatives of the person responsible

Management of the responsible office	Dr. Erek Speckert Udo von Reinersdorff Dr. Wolfgang Gref
Person responsible for data processing	Dennis Bender (SVP Corporate IT)

3. Data Protection Officer

Name	Dr. Rainer Harwardt
The company	ORGATEAM Management Consulting GmbH
Address	Im Ettenbach 13 a
Zip code / City	77767 Appenweier-Urloffen
Telephone	07805-918-2553
E-mail address	rainer.harwardt@orgateam.org
Internet address / URL	www.orgateam.org

4. Purpose of data collection, processing and use, legal basis

Intended use:

- 1) Personal data is processed as part of the fulfillment of contracts with our customers, suppliers, contractors and interested parties or to carry out pre-contractual measures that are carried out at your request. Examples
 - Processing of orders
 - Quotations
 - Provision of services
 - Invoicing and delivery of goods
 - Complaints management
- 2) We also process your data to the extent necessary beyond the actual fulfillment of the contract to protect our legitimate interests or those of third parties. (on the basis of a balancing of interests). Examples
 - Mapping the history of business processes in a merchandise management and customer management system
 - Sales management and sales controlling
 - Consultation of and data exchange with credit agencies (e.g. Schufa) to determine creditworthiness or default risks (credit rating of the customer)
 - Testing and optimization of procedures for needs analysis and direct customer approach; incl. customer segmentation and calculation of closing probabilities
 - Advertising for our own products, provided you have not objected to the use of your data
 - Assertion of legal claims and defense in legal disputes
 - Ensuring IT security and IT operations
 - For the prevention and investigation of criminal offenses
 - For statistical purposes
 - Video surveillance to safeguard domiciliary rights and collect evidence in the event of robberies and fraud
 - Measures for building and plant security (e.g. access controls)
 - Measures to safeguard domiciliary rights
 - Measures for business management and further development of services and products

If we process data on the basis of a balancing of interests, you as the data subject have the following rights
the right to object to the processing of personal data, taking into account the provisions of Art. 21 GDPR (see also Section 10 of this data protection information).

- 3) In addition, we process your personal data to fulfill legal obligations. This includes, for example, retention periods under commercial and tax law, as well as information to authorities if necessary.
- 4) If you have given us your consent to process personal data for specific purposes (e.g. sending a newsletter to inform you about new developments or products, training opportunities, etc.; disclosure to third parties; evaluation for marketing purposes or advertising), the lawfulness of this processing is based on your consent. If personal data has been processed on the basis of your consent, you have the right to withdraw your consent at any time with effect for the future (see also section 9 of this data protection information). Please note that the revocation only takes effect for the future. Processing that took place before the revocation is not affected by this

Legal basis / permissibility of data collection:

- 1) Processing for the fulfillment of contractual obligations (Art. 6 para. 1 lit. b GDPR)
- 2) Processing on the basis of a balancing of interests (Article 6(1)(f) GDPR)
- 3) Processing due to legal requirements (e.g. tax law) (Article 6(1)(c) GDPR)
- 4) Processing based on your consent (Article 6(1)(a) GDPR in conjunction with Article 7 GDPR)

5. Description of the groups of data subjects and the data or categories of data involved

Group of people	Data / Data category
Customers	<p>Master data: Surname, first name, address, telephone number, e-mail address, customer number)</p> <p>Order data: Data to fulfill our contractual obligations, information about your creditworthiness, payment reliability, correspondence (e.g. correspondence with you), as well as other data comparable to the categories mentioned.</p>
Suppliers	<p>Contact details: (title, name, contact details, area of responsibility, department)</p> <p>Order data: Data to fulfill our contractual obligations, information about your creditworthiness, payment reliability, correspondence (e.g. correspondence with you), as well as other data comparable to the aforementioned categories</p>
Other business partners	<p>Contact details: (title, name, contact details, area of responsibility, department)</p> <p>Other data: Data in connection with the business relationship we have with you. For example, if you are a visitor to one of our events, we process the necessary data, e.g. date, event title, etc.</p>

6. Information on the origin of the data

We process personal data that we receive from our customers, suppliers, contractors, business partners and interested parties in the course of our business relationship. Furthermore, we process personal data that we legitimately obtain from publicly accessible sources or that is legitimately transmitted to us by other companies within the Group or other third parties, should this be necessary for the provision of our services

7. Recipients or categories of recipients to whom this data may be disclosed.

Receiver	<p><u>Internal:</u> purchasing, sales, marketing, controlling, personnel administration, financial accounting,</p> <p><u>External:</u></p> <p>1) External contractors and service providers (processors: We sometimes use external contractors and service providers to perform our tasks and fulfill contracts. These may include, for example, document shredders, printing service providers, logistics and IT service providers, external data centers and remote providers.</p> <p>2) Other recipients: In addition, data may go to recipients to whom we are obliged to disclose data due to legal obligations (e.g. law enforcement authorities, courts, tax authorities)</p>

8. Duration of data storage

We process and store your personal data as long as it is necessary for the fulfillment of our contractual and legal obligations. Your personal data is regularly deleted or blocked if it is no longer required for the fulfillment of contractual or legal obligations, you have exercised your right to deletion, all mutual claims have been fulfilled and there are no other legal retention obligations or legal justifications for storage. In addition, we are subject to various retention and documentation obligations, including those arising from the German Commercial Code (HGB) and the German Fiscal Code (AO). The retention and documentation periods prescribed there are two to ten years. The storage period also depends on the statutory limitation periods, which, for example, according to §§ 195 ff. of the German Civil Code (BGB), are generally three years, but in certain cases can be up to thirty years.

9. Your rights as a data subject

The applicable data protection law grants you comprehensive data subject rights (information and intervention rights) vis-à-vis the controller with regard to the processing of your data, about which we inform you below:

- Right to information in accordance with Art. 15 GDPR: As a person affected by data processing, you have the right to request information free of charge about the personal data we have stored about you.
- In addition, if the legal requirements are met, you have the right to rectification (Art. 16 GDPR), erasure (Art. 17 GDPR), restriction of processing (Art. 18 GDPR) and data portability (Art. 20 GDPR) Information pursuant to Art. 13 GDPR Information pursuant to Art. 13 GDPR Processing of business partner data Page 5 of 5
- **If the data processing is based on Art. 6 (1) e) or f) GDPR (data processing on the basis of a balancing of interests), you have the right to object in accordance with Art. 21 GDPR. If you object to the data processing, it will not be carried out in the future unless the controller can demonstrate compelling legitimate grounds for further processing which override your interests, rights and freedoms, or if the processing serves the establishment, exercise or defense of legal claims.**
- If the data processing is based on consent in accordance with Art. 6 (1a) or Art. 9 (2a) GDPR, you can withdraw your consent at any time with effect for the future. The lawfulness of the processing of your data until revocation is not affected by the revocation.
- If you believe that the processing of your personal data violates the GDPR, you have the right to lodge a complaint with a competent data protection supervisory authority (Art. 77 GDPR).

10. Additional information on processing

- Obligation to provide the data:
As part of a business initiation or business relationship with us, you generally only need to

provide the personal data that we require for the corresponding establishment, implementation or termination of this relationship or that we are legally obliged to collect. Without the provision of the necessary data, we may have to refuse to establish a business relationship or may not be able to carry it out or may even have to terminate such a relationship.

- No data is transferred to third countries (outside the EU) or to an international organization.
- We do not use any processing that is based on automated decision-making, including profiling within the meaning of Art. 22 GDPR