

## Information about the processing of your prospect, customer and supplier data

We hereby inform you about the processing of your personal data by the company CIPRES GmbH and the rights granted to you under the Data Protection Act.

### Who is responsible for the data processing and who is the data protection officer?

Responsible for the data processing is the

CIPRES GmbH  
Ahorner Berg 4  
96482 Ahorn  
Germany  
Phone +49 9561 7995 700  
[info@cipres.biz](mailto:info@cipres.biz)

Our data protection officer, you can reach under the above-mentioned address with the addition - Data Protection Officer- or under [info@cipres.biz](mailto:info@cipres.biz)

### Which data categories do we use and where do they come from?

The following personal data is collected and processed by you:

- contact details (name, name addition, job title)
- Data on the contractual relationship (e.g., type of contract, product interest, bank details, tax numbers)
- Communication & identification data (e.g., telephone number, e-mail, address)

### For what purposes and on what legal basis is data processed?

We collect and process your personal data primarily for the following purposes:

- Contract and business transactions as well as our business interests
- existing customer advertising and direct marketing
- Management of our prospect, customer and supplier relationship
- Customer Service - Satisfaction Ratings
- Comparison purposes
- Assertion, exercise or defense of legal claims
- avoidance of damage and/or liability of the company through appropriate measures.

If you are interested in our services and products, we process your personal data to process your inquiry, in particular to carry out the consulting and the preparation of offers.

The legal basis for these processing of personal data for pre-contractual measures is Article 6 (1) (b) GDPR. We also process your data in order to safeguard the legitimate interests of us or third parties (Art. 6 (1) (f) GDPR).

This may be necessary in particular:

- to ensure IT security and IT operations,
- to advertise our own services and other products of CIPRES GmbH as well as for market and opinion surveys, as long as you have not objected to the use of your data,
- for the prevention and investigation of criminal offenses
- to check and optimize procedures for needs analysis and direct customer approach

If we process your personal data for a purpose not mentioned above, we will inform you in advance.

You can object to the use and storage of your data at any time at [info@cipres.biz](mailto:info@cipres.biz).

## Information about the processing of your prospect, customer and supplier data

We process your personal data in compliance with the provisions of the EU General Data Protection Regulation (GDPR), the Federal Data Protection Act (BDSG).

Insofar as necessary, we also process your data on the basis of Article 6 (1) (f) GDPR in order to safeguard the legitimate interests of us or third parties (such as public authorities).

### Who gets your data?

In order to better process your concerns, it may be necessary to forward your personal information to distributors and service providers located outside the European Economic Area. There will be no forwarding of your personal data to other third parties, unless we are obliged by legal provisions or judicial order thereto.

If we transfer personal data to service providers or group companies outside the European Economic Area (EEA), the transfer will only take place if the EU Commission has been confirmed by the EU Commission to have an adequate level of data protection or if other appropriate data protection guarantees are provided (e.g. binding internal company data protection or EU standard contractual clauses).

Individual processes and services are carried out by authorized service providers. For this we transfer personal data to these service providers:

- Bank service providers
- Logistics company
- Authorities, such as Financial and customs authorities
- business partners such as specialist supplier (official contact details)
- Economic credit bureaus
- IT service provider
- Print service provider
- Legal service provider

A transfer of your personal data to third parties is only possible if it is necessary for the purpose of contract and business transactions or for billing purposes.

### How long will your data be stored?

We delete your personal data as soon as it is no longer necessary for the above purposes. It may happen that personal data are kept for the time in which claims against our company can be asserted (legal limitation period of three or up to thirty years). In addition, we store your personal data as far as we are legally obliged to do so. Corresponding proof and retention obligations arise, among other things, from the German Commercial Code, the Tax Code and the Money Laundering Act. The storage periods are thereafter up to ten years.

### Which data protection rights can you assert as a data subject?

You can under the above mentioned address information about the data stored about your person. In addition, under certain circumstances, you may request the correction or deletion of your data. You may also be entitled to restrict the processing of your data and have the right to disclose the data you provide in a structured, common and machine-readable format.

### Right to

If we process your data in order to safeguard our legitimate interests, you can object to this processing for reasons that arise from your particular situation. We will then no longer process your personal information unless we can demonstrate compelling

## Information about the processing of your prospect, customer and supplier data

legitimate grounds for processing that outweigh your interests, rights and freedoms, or processing for the purposes of asserting, pursuing or defending legal claims.

### Where can you complain?

You have the option of complaining to the above-mentioned data protection officer or to a data protection supervisory authority.

The data protection supervisory authority responsible for us is:

Bayerisches Landesamt für Datenschutzaufsicht  
Postfach 6 06  
91511 Ansbach  
Germany