

## **Information obligations under the Articles 13 and 14 of the GDPR**

The protection of your personal data is of great concern to us. We comply with applicable law and would like to inform you below about the collection of personal data in individual procedures. Personal data is all data that relates to you personally (such as name, address, email address, telephone number, date of birth, etc.).

### **1. Contact details of the controller and the data protection officer**

Responsible according to Article 4 paragraphe 7 of the GDPR is:

IBO Holding GmbH & Co KG represented by Adem Bogocli

Industriestraße 16 68766 Hockenheim

info@iboholding.eu

Phone: +49 (0) 6205 / 28672-10

Fax: +49 (0) 6205 / 28672-29

The joint controller referred to in Article 26 of the GDPR shall be:

Facebook Fanpage

Facebook inc.

The Company Data Protection Officer of IBO Holding GmbH & Co KG can be reached at the above-mentioned address to the attention of the Data Protection Officer, or at the following e-mail address:

datenschutzbeauftragter@iboholding.eu

### **2. Purposes and legal bases of data processing**

Documentary, Applications (Email/Post), Calendar, Electronic Payments, Financial Accounting, Reminders, Contract Management, Offers, Contact Data Counterparties, Invoices, Claims, Facebook Fanpage, E-mail Correspondence

The possible consequences of a failure to provide the data are:

The purpose of data processing cannot be fulfilled

Documentmanagement

Processing is necessary for the fulfillment of a contract with the data subject

Processing is necessary for pre-contractual measures at the request of the data subject

Data processing for employment purposes - §26 Federal Data Protection Act

Applications (email/post):

Processing is necessary for pre-contractual measures at the request of the data subject

Kalender:

Processing is necessary for the fulfillment of a contract with the data subject

Data processing for employment purposes - §26 Federal Data Protection Act

Electronic payment transactions:

Processing is necessary for the fulfillment of a contract with the data subject

Data processing for employment purposes - §26 Federal Data Protection Act

Financial accounting:

Processing is necessary to fulfil a legal obligation of the controller

Data processing for employment purposes - §26 Federal Data Protection Act

Warnings / Reminders:

Processing is necessary for the fulfillment of a contract with the data subject

Contract Management:

Processing is necessary for the fulfillment of a contract with the data subject

Offers:

Processing is necessary for pre-contractual measures at the request of the data subject

Data processing for employment purposes - §26 Federal Data Protection Act

Contact details Business partners:

Processing is necessary for the fulfillment of a contract with the data subject

Processing is necessary for pre-contractual measures at the request of the data subject

Invoices:

Processing is necessary for the fulfillment of a contract with the data subject

Data processing for employment purposes - §26 Federal Data Protection Act

Claims:

Processing is necessary for the fulfillment of a contract with the data subject

Processing is necessary to fulfil a legal obligation of the controller

Facebook Fanpage:

Legitimate interest (balancing of interests) if it is not opposed by interests worthy of protection (especially children)

Electronic mail Correspondence:

Processing is necessary for the fulfillment of a contract with the data subject

Processing is necessary for pre-contractual measures at the request of the data subject

Data processing for employment purposes - §26 Federal Data Protection Act

Further processing will only take place if you have given your consent or if you have obtained a legal permission.

Justification of legitimate interest: the purpose of data processing cannot otherwise be fulfilled.

### **3. Categories and individual entities of recipients of personal data**

(1) Within our company, only those entities that need your data in order to fulfil our contractual or legal obligations are granted access to your data. These authorities are trained and obligated to respect the confidentiality of your personal data.

(2) In addition, we may, if necessary, transmit your personal data to the following groups of people/institutions in order to comply with legal requirements or in order to safeguard our legitimate interest:

Documentary: All people associated with the company

Applications (email/post): Applicants, Employees

Calendar: prospective customers, employees, suppliers, service providers

electronic payments: financial institutions, employees

Financial accounting: employees, debtors and creditors

Warning / Reminders: customers, employees

Contract management: employees, lawyers

Offers: Associates

Contact details Business partners: employees

Invoices: Employees

Claims: court, client, employee, lawyer, insurance, expert

Facebook Fanpage: Sitemap

E-mail Correspondence: Associates

(3) We use external service providers located in the European Economic Area to fulfill contractual or legal obligations in order to process your data. These service providers have been carefully selected by us, contracted in writing and are bound by our instructions. We regularly control them. The Service Provider will not pass this data on to third parties, but will delete it after the performance of the contract and the conclusion of legal storage periods, provided that you have not consented to any further storage.

- (4) We maintain current technical measures to ensure the protection of personal data. These are respectively adapted to the current state of the technology.

#### **4. Duration of data retention**

We will delete your personal data as soon as they are no longer necessary for the purposes mentioned above. We remind you that personal data is kept for the period during which claims against our company can be asserted and to the extent that we are legally obliged to do so. Legal limitation periods or retention obligations come into consideration, which result, among other things, from commercial and tax regulations. After these deadlines have expired, the data collected will be deleted or blocked if it is not immediately possible to delete them.

The storage period for the procedure is thereafter

Document management: 10 years

Applications (email/post): 6 months

Calendar: 10 years

electronic payment: 10 years

Financial accounting: 10 years

Warning / Reminders: 10 years

Contract management: 10 years

Offers: 10 years

Contact details Business partners: 10 years after the end of the business contact

Bills: 10 years

Damage report: 10 years

Facebook Fanpage: Check Facebook

E-mail Correspondence: 10 years

#### **5. Data protection rights of the data subject**

- (1) You have the right to ask for information about your personal data (Article 15 GDPR) at any time at the above address. In addition, you have the right, under the conditions laid down in Article 16 of the GDPR, to request the correction, under the conditions laid down in Article 17 of the GDPR, the deletion and, under the conditions laid down in Article 18 of the GDPR, the restriction on processing. Furthermore, you can request a data transfer at any time under the conditions of Article 20 GDPR if the data is still stored.
- (2) If we process your personal data to protect legitimate interests (Article 6 paragraph 1 sentence 1 sub f GDPR), you can object to the processing of your data at any time in the future. In the event of an objection, we shall refrain from any further processing of your data for the purposes stated, unless there are compelling, worthy of protection reasons which outweigh or are necessary for your interests, rights and freedoms, to assert, exercise or defend legal claims.
- (3) If the processing of the personal data relating to you is based on your consent, you have the right to obtain the consent at any time. This does not affect the lawfulness of the processing carried out on the basis of the consent until revocation (Article 7 paragraph 3 of the GDPR).
- (4) You can also complain to the competent supervisory authority about data protection matters. The supervisory authority responsible for our company can be reached at:  
  
The German Commissioner for Data Protection and Information Freedom Baden-Württemberg Postfach 10 29 32 70025 Stuttgart or: Königstraße 10a 70173 Stuttgart Phone: 07 11/61 55 41-0 Fax: 07 11/61 55 41-15 E-mail: [poststelle@fdi.bwl.de](mailto:poststelle@fdi.bwl.de) Homepage: <http://www.baden-wuerttemberg.datenschutz.de>
- (5) If we make an automated individual decision without human interference, you will be informed that, under the conditions of Article 22 paragraph 3 of the GDPR, you have the right to: receive further information and an explanation of this decision and have it verified by a member of staff.

## **6. Contact and update of information requirements**

All information, requests for information, revocations or inconsistencies regarding data processing should be sent by e-mail to our Data Protection Officer at [datenschutzbeauftragter@iboholding.eu](mailto:datenschutzbeauftragter@iboholding.eu) or in writing to the above-mentioned address to the attention of the Data Protection Officer.

These information obligations can be adapted at a later date due to changes, for example to the legal provisions. An up-to-date version of these notes can be found at [www.iboholding.eu](http://www.iboholding.eu)