

Below we will inform you about the collection of personal data:

1. Requests
2. Archiving order confirmations
3. Archiving delivery notes
4. Archiving of incoming invoices
5. Complaints
6. Orders
7. Data backups
8. Electronic payment transactions
9. E-mail communication
10. ERP-System „SAP“
11. Financial accounting
12. Supplier applications by www.witte-pumps.com
13. Shipping documents (returns)
14. Insurance cover for assembly services (self-disclosure for suppliers)
15. Contract management

Personal data is all data that can be related to you personally, e.g. name, address, e-mail addresses, telephone number, IP address.

1. Contact details and company data protection officer

Responsible body according to article 4 paragraph 7 of the GDPR is WITTE PUMPS & TECHNOLOGY GmbH, Lise-Meitner-Allee 20, D-25436 Tornesch, Germany, Tel.: +49 (4120) 70659-0, E-mail: info@witte-pumps.de.
The data protection officer of WITTE PUMPS & TECHNOLOGY GmbH can be contacted at the above address or at datenschutz@witte-pumps.de

2. Purposes of data processing

The data is collected by us, stored and if necessary passed on, as far as it is necessary:

- 2.1. concerning the procedure involving requests for information in order to obtain tenders.
- 2.2. concerning the procedure involving archiving order confirmations in order to be able to prove entitlement to benefits.
- 2.3. concerning the procedure involving archiving delivery notes in order to document the receipt of goods and services. The receipt is also used to check an incoming invoice.
- 2.4. concerning the procedure involving archiving incoming invoices in order to comply with a legal obligation. The liabilities are part of the profit and loss statement of a company.
- 2.5. complaints regarding the procedure of notifying the supplier of defective deliveries.
- 2.6. concerning the procedure involving orders in order to be able to use a service.
- 2.7. concerning the data backup procedure in order to be able to present a backup in the event of a loss of data.
- 2.8. concerning the procedure involving electronic payment transactions in order to record on EDP media any payment orders still submitted with supporting documents and to process them in settlement transactions between credit institutions using the paperless data medium exchange procedure (cashless payment transactions).
- 2.9. concerning the e-mail traffic procedure involving internal and external communication within the company.
- 2.10. concerning the „SAP“ ERP system procedure to enable the management of customer data, such as supplier data, in which goods movements are also recorded.
- 2.11. concerning the financial accounting procedure in order to record all payment transactions and valuations in a company. As part of operational accounting, financial accounting forms the basis for preparing profit and loss accounts and balance sheets that show the value of the company.
- 2.12. concerning the procedure involving supplier applications in order to acquire new suppliers.
- 2.13. concerning the procedure involving shipping documents (returns) in order to create delivery notes for return shipments.
- 2.14. concerning the procedure involving insurance cover for assembly services (self-disclosure for suppliers) in order to comply with a legal obligation. This is used to protect employees during the performance of assembly services.
- 2.15. concerning contract management procedure in order to facilitate the management of contractual negotiations between the contracting body and the contractor, the implementation of contracts and the making of contract amendments for technical, scheduling, staff or financial reasons.

3. Legal basis for data processing

The collection, storage and passing on therefore takes place:

- 3.1. in the procedure involving inquiries for the purpose of pre-contractual measures to Article 6 paragraph 1 sentence 1 letter b of the GDPR. Failure to provide the data may result in the company not being able to procure goods.
- 3.2. in the procedure involving archiving order confirmations for the purpose of fulfilling a legal obligation of the person responsible on the basis of Article 6 paragraph 1 sentence 1 letter c of the GDPR. Failure to provide this data may result in the Company breaching its legal obligations.
- 3.3. in the procedure involving archiving delivery notes for the purpose of fulfilling

the contract and on the basis of Article 6 paragraph 1 sentence 1 letter b of the GDPR and for fulfilling a legal obligation of the person responsible on the basis of Article 6 paragraph 1 sentence 1 letter c of the GDPR. Failure to provide this data may result in invoices or other documents not being verified.

3.4. in the procedure involving archiving received invoices for the purpose of fulfilling the contract and on the basis of Article 6 paragraph 1 sentence 1 letter b of the GDPR and for fulfilling a legal obligation of the person responsible on the basis of Article 6 paragraph 1 sentence 1 letter c of the GDPR. Failure to provide this data may result in the Company breaching a legal obligation.

3.5. in the procedure involving complaints for the purpose of fulfilling a contract and on the basis of Article 6 paragraph 1 sentence 1 letter b of the GDPR. Failure to provide this data may result in breach of contract.

3.6. in the procedure involving orders for the purpose of fulfilling a contract and on the basis of Article 6 paragraph 1 sentence 1 letter b of the GDPR. Failure to provide this data may result in the contract not being able to be concluded.

3.7. in the procedure involving data protection for the purpose of fulfilling a legal obligation of the responsible party on the basis of Article 6 paragraph 1 sentence 1 letter c of the GDPR. Failure to provide this data may result in the Company breaching its legal obligations.

3.8. in the procedure involving electronic payment transactions for the performance of a contract with the person concerned on the basis of Article 6 paragraph 1 sentence 1 letter b of the GDPR. Failure to provide this data may result in the payment of outstanding receivables not being possible.

3.9. in the procedure involving e-mail traffic for the purpose of pre-contractual measures at the request of the person concerned on the basis of Article 6 paragraph 1 sentence 1 letter b of the GDPR. Failure to do so may mean that electronic communication is not possible and orders cannot be placed.

3.10. in the „SAP“ ERP system procedure involving the purpose of fulfilling a contract with the person concerned on the basis of Article 6 paragraph 1 first sentence b of the GDPR or for the purpose of pre-contractual measures at the request of the person concerned on the basis of Article 6 paragraph 1 first sentence b of the GDPR, as well as for the purpose of fulfilling a legal duty of the person responsible on the basis of Article 6 paragraph 1 first sentence c of the GDPR. Failure to provide this information may result in goods and/or services not being delivered or not being delivered in a timely manner.

3.11. in the procedure involving financial accounting for the purpose of fulfilling a legal obligation of the responsible party on the basis of Article 6 paragraph 1 sentence 1 letter c of the GDPR. Failure to provide this data may result in the company being unable to comply with legal requirements.

3.12. in the procedure involving supplier applications only with your explicit consent within the meaning of Article 6 paragraph 1 letter a of the GDPR.

3.13. in the procedure involving shipping documents (returns) for the purpose of fulfilling the contract and on the basis of Article 6 paragraph 1 sentence 1 letter b of the GDPR and for fulfilling a legal obligation of the person responsible on the basis of Article 6 paragraph 1 sentence 1 letter c of the GDPR. Failure to provide this data may result in the material complaints not being returned.

3.14. in the procedure involving insurance cover for assembly services (self-disclosure for suppliers) for the purpose of fulfilling a legal obligation of the responsible party on the basis of Article 6 paragraph 1 sentence 1 letter c of the GDPR. Failure to provide this data may result in the company being unable to comply with legal requirements.

3.15. in the procedure involving contract management for the purpose of fulfilling a contract and on the basis of Article 6 paragraph 1 sentence 1 letter b of the GDPR.

If this data is not made available, contracts may not be concluded and managed. We transmit personal data to the responsible employees/departments, the responsible bank, the responsible court, the responsible tax consultant and the responsible auditor. Further processing will only take place if you have given your consent or if legal permission has been obtained.

To some extent, we use external service providers based in the European Economic Area to process your data. These service providers have been carefully selected by us, commissioned in writing and are bound by our instructions. They are checked by us on a regular basis. The service providers will not pass this data on to third parties, but will delete it after fulfilment of the contract and conclusion of statutory storage periods, unless you have consented to storage going beyond this. A transfer may be necessary for the purpose of task/contract processing as follows:

1. Service provider: Maintenance of the ERP system “SAP”
2. Service provider: Data destruction
3. Service provider: Maintenance of the EDP system
4. Service provider: Printer maintenance
5. Service provider: Telephone system
6. Service provider: Office cleaning
7. Service provider: Sanctions list check

The current service providers for the above-mentioned functions can be requested at datenschutz@witte-pumps.de.

In addition, we may provide information to a lawyer. This is done in accordance with legal requirements, insofar as it is necessary to protect our legitimate interests and the legitimate interests of third parties and there is no reason to assume that your interests or fundamental rights and freedoms, which require the protection of personal data, prevail. The collection, storage and transfer is therefore carried out for the purpose of operational interests on the basis of Article 6 paragraph 1 sentence 1 letter f of the GDPR.

We maintain current technical measures to ensure the protection of personal data. These will be adapted to the current state of the art.

4. Duration of data storage

If we do not process your contact data for operational purposes, we will store the data collected for this purpose until the purpose for which the data was collected has been fulfilled and is no longer necessary or for:

- 4.1. Inquiries up to the expiration of the period of 10 years according to German Commercial Code (Section 257 I No. 1, IV Commercial Code, Section 147 I No. 1, III General Fiscal Law, Section 14b VAT Act)
- 4.2. Archiving of order confirmations up to the expiry of the 6-year period (Section 257 I No. 1, IV German Commercial Code, Section 147 I No. 1, III General Fiscal Law, Section 14b VAT Act)
- 4.3. Archiving of delivery notes up to the expiry of the period of 10 years (Section 257 I No. 1, IV German Commercial Code, Section 147 I No. 1, III General Fiscal Law, Section 14b VAT Act)
- 4.4. Archiving of incoming invoices up to the expiry of the period of 10 years (Section 257 I No. 1, IV German Commercial Code, Section 147 I No. 1, III General Fiscal Law, Section 14b VAT Act)
- 4.5. Complaints until expiry of the period of 6 years (Section 257 I No. 1, IV German Commercial Code, Section 147 I No. 1, III General Fiscal Law, Section 14b VAT Act)
- 4.6. Orders up to the expiry of the period of 10 years in keeping with the commercial & tax retention period (Section 257 I No. 1, IV German Commercial Code, Section 147 I No. 1, III General Fiscal Law, Section 14b VAT Act)
- 4.7. Data backup until expiry of the period of 10 years (Section 257 I No. 1, IV German Commercial Code, Section 147 I No. 1, III General Fiscal Law, Section 14b VAT Act)
- 4.8. Electronic payment transactions until expiry of the period of 10 years in keeping with the commercial & tax retention period (Section 257 I No. 1, IV Commercial Code, Section 147 I No. 1, III General Fiscal Law, Section 14b VAT Act)
- 4.9. E-mail communication until expiry of the period of 10 years (Section 257 I No. 1, IV German Commercial Code, Section 147 I No. 4, III General Fiscal Law, Section 14b VAT Act)
- 4.10. ERP-System „SAP“ up to the expiry of the period of 10 years in keeping with the commercial & tax retention period (Section 257 I No. 1, IV German Commercial Code)
- 4.11. Financial accounting until expiry of the period of 10 years in keeping with the commercial & tax retention period (Section 257 I No. 1, IV German Commercial Code, Section 147 I No. 1, III General Fiscal Law, Section 14b VAT Act)
- 4.12. Supplier applications in case of revocation of consent.
- 4.13. Shipping documents (returns) until expiry of the period of 6 years (Section 257 I No. 1, IV German Commercial Code, Section 147 I No. 1, III General Fiscal Law, Section 14b VAT Act)
- 4.14. Insurance cover for assembly services (self-disclosure for suppliers) until expiry of the period of 6 years (Section 257 I No. 1, IV German Commercial Code, Section 147 I No. 1, III General Fiscal Law, Section 14b VAT Act)
- 4.15. Contract management until expiry of the period of 10 years (Section 257 I No. 1, IV German Commercial Code, Section 147 I No. 1, III General Fiscal Law, Section 14b VAT Act)

5. Your data protection rights

You have the right to request information from us at any time about the personal data we have stored about you (Article 15 GDPR). This also applies for the recipients or categories of recipients to whom these data are disclosed and the purpose of the storage. In addition, you have the right to demand the correction under the conditions of Article 16 GDPR and/or the deletion under the conditions of Article 17 GDPR and/or the restriction of the processing under the conditions of Article 18 GDPR. Furthermore, under the conditions of Article 20 of the GDPR, you may request data transmission at any time, provided that the data is still stored by us.

In the case of the processing of personal data for the performance of tasks in the public interest (Article 6 paragraph 1, sentence 1, letter e of the GDPR) or for the protection of legitimate interests (Article 6 paragraph 1, sentence 1, letter f of the GDPR), you may object to the processing of your personal data at any time with effect for the future. In the event of objection, we shall refrain from any further processing of your data for the aforementioned purposes, unless

- there are compelling reasons worthy of protection for a processing which outweigh your interests, rights and freedoms, or
 - the processing is necessary for the assertion, exercise or defence of legal claims.
- If the processing of your personal data is based on your consent, you have the right to revoke your consent at any time.

This does not affect the lawfulness of the processing carried out on the basis of consent until revocation (Article 7 paragraph 3 of the GDPR). Under the conditions laid down in Article 21 paragraph 1 of the GDPR, data processing may be opposed on grounds relating to the particular situation of the data subject.

6. Contact

All requests for information, revocations or objections regarding data processing should be sent by e-mail to our data protection coordinator at datenschutz@witte-pumps.de or by letter to the address stated under (1).

For further information we refer to the complete text of the German GDPR, which is available on the Internet at <https://dsgvo-gesetz.de> and our data protection declaration, which can be viewed on the Internet at www.witte-pumps.com.

In addition, you have the possibility of complaining to the responsible supervisory authority about data protection issues.

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