	<b>Management - Manual</b>
	Part III FB 4.15 <b>Data protection information for contracting party</b>

## Information for contracting party on the processing of their personal data

We treat your personal data in accordance with the statutory data protection regulations, in particular the European Data Protection Basic Regulation (GDPR) and the Federal Data Protection Act (FDPA). With the following notes, we give you a simple overview of how your personal data is handled in our company.

### 1. General information

Personal data is any data relating to an identified or identifiable natural person. Processing means any operation or set of operations which is performed upon personal data, in particular collection, organisation, storage, and even deletion of data. Details can be found in Art. 4 no. 1 and 2 of the GDPR.

### 2. Name and contact details of the person responsible

**ABGS GmbH Aehnelt & Braune Gaswarn- und Systemtechnik,**  
Managing director: Matthias Aehnelt and Daniel Braune,  
Address: Bosewitzer Straße 20, 01259 Dresden, Germany  
Email: [datenschutz@abgs-gmbh.de](mailto:datenschutz@abgs-gmbh.de)  
Fast and immediate communication: +49 (0) 351 32383710

### 3. Name and contact details of the data protection commissioner

**Johannes Heinlein,** Moog & Partner Steuerberatungsgesellschaft mbH,  
Address: Holzhofallee 15A, 64295 Darmstadt  
Email: [datenschutz@abgs-gmbh.de](mailto:datenschutz@abgs-gmbh.de)  
Fast and immediate communication: +49 (0) 351 40497940

### 4. Purposes and legal bases of data processing


We require your personal data for the developing, concluding, and implementing contracts (e.g. inquiries, orders, and deliveries.) The legal basis is Art. 6 para. 1 p. 1 (b) of the GDPR. Insofar as the processing of personal data is necessary for compliance with a legal obligation to which our company is subject (e.g. notifications to authorities, tax office), Art. 6 para. 1 p. 1 (c) of the GDPR is a legal basis. If the processing is necessary to protect a legitimate interest of our company or a third party and if the interests, basic rights, and fundamental freedoms of the person concerned do not outweigh the former interest (e.g. contacting, Art. 6 para. 1 p. 1 (f) of the GDPR is a legal basis for the processing. Insofar as we obtain your consent for the processing of personal data, Art. 6 para. 1 p. 1 (a) of the GDPR is a legal basis for the processing of your personal data.

### 5. Categories of personal data

We only process the personal data that is necessary for the development and execution of the contractual relationship, such as in particular first and last names, address for invoice and delivery, subject matter of the contract, bank details, telephone numbers and emails of contact persons, if necessary, tax number and responsible tax office, calendar data, correspondence.

### 6. Categories of recipients of personal data

Some of your data will be transmitted to freight forwarders, postal service providers, IT service providers, subcontractors, and partner companies, as far as this is necessary for the fulfilment of the contract.

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## 7. Duration of data storage

We store the data during the establishment and execution of a contractual relationship. At the end of a contractual relationship (omission of the purpose of processing), there may be various retention or limitation periods for which the data is not deleted. In accordance with Art. 17 of the GDPR, all personal data must be deleted if they are no longer necessary for the purposes for which they were collected or otherwise processed. Contracts, documents for the developing and processing business transactions are to be kept for ten years in accordance with § 147 of the General Fiscal Law (AO) (commencement of the term according to § 147 para. 4 of the General Fiscal Law (AO), as it can be assumed that they are relevant to accounting. Insofar as contact data has been recorded in databases, these are deleted when there is no longer a need for them, usually after the warranty periods have expired.

## 8. Voluntary nature and obligation to provide personal data

The data provided by you must be made available because it is necessary for establishing contact and for developing and implementing the contractual relationship. If your data is not provided, your inquiry and the contract cannot be concluded and executed.

## 9. Your rights as a data subject

Right of access to personal data concerning you. In the event of a request for information that is not made in writing and cannot be verified in any other secure way, you must expect us to make inquiries in order to ensure data protection. We must ensure that you are the person you claim to be.


The right to correct or delete or to limit the processing of your data to the extent that you are legally entitled to do so. If you have asserted the right of correction, erasure, or restriction of processing vis-à-vis the person responsible, he is obliged to notify all recipients to whom the personal data concerning you have been disclosed of this correction, erasure, or restriction of processing, unless this proves impossible or involves a disproportionate effort. You have the right to be informed of these recipients by the person responsible. Data will be deleted if there is no need for further storage, in particular, if the data is still needed to fulfil contractual services and to check and grant or dismiss warranty and liability claims. In the case of statutory storage obligations, deletion will only be considered after the expiry of the respective duty to keep and retain records. For further details, please refer to the section “Duration of data storage.”

Right of objection to processing within the scope of the legal requirements. If you object to the processing of your data on the basis of our balance of interests, we will carry out a weighing of interests again. In this case, we will review the “special situation” within the meaning of Art. 21 para.1 of the GDPR and, if necessary, obtain further information from you.

Right to data portability. In this context, you can demand that your data be transferred to a third party within the scope of our legal obligation.

If the data processing is based on your consent, you have the right to revoke this consent without affecting the lawfulness of the processing carried out on the basis of the consent until revocation.

The right to complain to a supervisory authority, in particular, in the member state in which you are resident, your place of work or the place of the alleged infringement if you consider that the processing of personal data concerning you is a breach of the GDPR.. The supervisory authority to which the complaint has been lodged shall inform the complainant of the status

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and outcome of the complaint, including the possibility of a judicial remedy under Art. 78 of the GDPR. The competent supervisory authority in matters of data protection law is the state data protection commissioner of the federal state in which our company has its registered office; in our case, this is the Saxon data protection commissioner.