

Dear Business Partner,

We hereby comply with our obligation to provide information under data protection law and would like to inform you in a transparent manner about the handling of your personal data.

Notes on data protection for business partners

Who is responsible for data processing?

Broetje-Automation GmbH
Am Autobahnkreuz 14
26180 Rastede

District Court of Oldenburg, HRB 120338
Registered office: Rastede
Lutz Neugebauer (CEO), Dr. Axel Peters (CTO), Jianxian Dai (CFO)

Who is the Data Protection Officer?

Helmut Jenn has been appointed as the data protection officer in our company. You can reach him at datenschutz@broetje-automation.de.

1 What sources and data do we use?

We process personal data that we receive from you in the course of our business relationship. In addition, to the extent necessary for the administration of your service, we process personal data, some of which we have also lawfully received from other third parties (e.g. for the execution of orders, for the fulfilment of contracts or on the basis of your consent). On the other hand, we process personal data that we have lawfully obtained from publicly accessible sources (e.g. commercial and association registers, press, media, internet) and are allowed to process.

2 What do we process your data for?

The personal data transmitted by you will be collected, processed and used for the purpose of providing the service you offer in accordance with Art. 6 (1) (1) (b) GDPR. The provision of your personal data is necessary for the performance of the contract.

This data is used to:

- Requesting individual offers for work or services
- Concluding a service or work contract or executing an order
- Questions about the work, services or products provided, including the handling of complaint processes
- Settlement of invoices

3 Who receives your data from us?

Your **personal** data may be shared externally in the following circumstances:

- Forwarding of your contact details for the coordination of several contractors with each other, in the case of commissioning another service provider / supplier for the fulfilment of the contractual obligations that we have agreed with you in the context of the cooperation.
- Commissioning of support services for which access to your personal data is necessary or at least cannot be completely excluded. This includes, for example, IT support services, services in the context of invoice payment or the use of tax consulting services.
- Disclosure of your personal data on the basis of legal obligations.

Your personal data may be shared **internally** in the following circumstances:

- Within our facility, your data will be received by those departments that need it to fulfil contractual and legal obligations or to perform their respective tasks (e.g. administration, accounting, IT).
- Processors used by us in accordance with Art. 28 GDPR, e.g. in the field of cloud services. (Processors are companies that, in accordance with data protection legislation, process your data on our behalf in strict accordance with our instructions.)

4 Transfer of your data to a third country (outside the European Union) or an international organisation

We do not transfer your data to an EU third country or to an international organisation. If this is necessary, we would inform you in advance and ensure all necessary measures to comply with an appropriate level of data protection.

5 Storage period and deletion of your personal data

The legislator has enacted a large number of retention periods, which we observe with the greatest care and seek advice on how to comply with these obligations. In this context, we only store your personal data for as long as this is permitted by the defined purpose, or as required by law for reasons of proof. If we want to store your data for a longer period of time as described above, we would have this confirmed by you as part of a voluntary declaration of consent.

With regard to the processing of your personal data, you as a data subject are entitled to the following rights in accordance with Art. 15 et seq. GDPR (rights of data subjects):

6 Right of access of the data subject, Art. 15 GDPR

You can request information about your personal data processed by us. In particular, you can obtain information about the purposes of processing, the category of personal data, the categories of recipients to whom your data has been or will be disclosed, the planned storage period, the existence of a right to rectification, erasure, restriction of processing or objection, the existence of a right to lodge a complaint, the origin of your data if it has not been collected by us, as well as the existence of automated decision-making and, where appropriate, meaningful information on their details.

7 Right to rectification, Art. 16 GDPR

In accordance with Article 16 of the EU GDPR, you can request the immediate rectification of incorrect or complete personal data stored by us.

8 Right to erasure, Art. 17 GDPR

You may request the deletion of the personal data stored by us, unless the processing is necessary for the exercise of the right to freedom of expression and information, for compliance with a legal obligation, for reasons of public interest or for the establishment, exercise or defence of legal claims.

9 Right to restriction of processing, Art. 18 GDPR

You may request the restriction of the processing of your personal data if the accuracy of the data is disputed by you or the processing is unlawful, but you oppose its deletion or we no longer need the data, but you need it to assert, exercise or defend legal claims.

10 Right to data portability, Art. 20 GDPR

You can receive your personal data, which you have provided to us with your consent and which we process automatically, in a structured, commonly used and machine-readable format and request that it be transmitted to another person (right to data portability pursuant to Art. 20 GDPR).

11 Right to object, Art. 21 GDPR

You can object to the processing. This right to object is the right to object, on grounds relating to your particular situation, at any time to the processing of personal data concerning you which is necessary for the performance of a task entrusted to us, which is carried out in the public interest or in the exercise of official authority. We will then no longer process the personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or for the establishment, exercise or defence of legal claims.

12 Existence of the right to withdraw consent at any time

You have the right to withdraw your consent at any time for the future. This does not affect the lawfulness of the processing carried out up to that point.

13 Right to lodge a complaint with a supervisory authority, Art. 77 GDPR

You can lodge a complaint with a data protection supervisory authority. As a rule, you can contact the supervisory authority of your usual place of residence for this purpose.