

# Data and Privacy Protection Information Pursuant to Art. 13 GDPR for Customers, Suppliers and Business Partners

## 1. Data Controller, Data Protection Officer

The data are processed by

Regiondo GmbH, Mühlendorfstr. 8, 81671 Munich, [support@regiondo.com](mailto:support@regiondo.com)

The Company's Data Protection Officer is Maximilian Hartung, SECUWING GmbH & Co. KG, Frauentorstraße 9, 86152 Augsburg, Phone: +49 821 90786458, email: [epost@datenschutz-agentur.de](mailto:epost@datenschutz-agentur.de)

## 2. Data Collection, Data Storage

We process the personal data that we receive from you in the context of our business relations.

To the extent that it is necessary for the provision of our services, we process the personal data received by us lawfully from other enterprises (e.g. for the execution of orders, for the fulfillment of contracts or as a result of a consent granted by you).

We process personal data received by us in accordance with the legal provisions from publicly accessible sources (e.g. the press, media) and which we have permission to process.

The relevant personal data are master data (name, address and other contact data, corporate name, corporate address and other company contact data). In addition these data may also be contract data (e.g. order data, product data), data from the fulfillment of our contractual obligations (e.g. sales), credit data, scoring and rating data, advertising and marketing data (including advertising scores), documentation data (e.g. from documented discussions), data regarding your use of the telemedia offered by us (e.g. accessing our Newsletter) as well as other data comparable to the mentioned categories.

The data are processed at your request and as required under Art. 6 Para. 1. sent. 1 lit b GDPR [*General Data Protection Regulation*] for the mentioned purposes for the proper handling of orders and the reciprocal fulfillment of obligations under the contract.

The personal data collected by us for the fulfillment of the order are stored until the expiration of the legal retention obligation (up to 10 years from the end of the order process) and are afterwards erased, unless we are obligated under Article 6 Para. 1 sent. 1 lit. c GDPR to a longer retention period due to fiscal or legal retention and documentation obligations (under the German Commercial Code (HGB), Criminal Code (StGB) or General Tax Code (AO)), or if you consented to a longer storage pursuant to Art. 6 Para. 1. sent. 1 lit a GDPR.

## 3. Data Collection in the Context of the Balancing of Interests (Art. 6 Para. 1 lit f GDPR)

If necessary we will process your data beyond the actual fulfillment of the contract for the protection of legitimate interests on our part or on the part of third parties, e.g.:

- Data exchange with credit rating agencies (e.g. SCHUFA) for determining the credit and default risks;
- Examination and optimization of methods for demand analysis and direct customer contact;
- Advertising or market and public opinion research if you did not object to the use of your data;
- Assertion of legal claims and defense in case of legal disputes;
- Guarantee of IT security and the IT operation of our company;
- Activities in terms of business management and development of future goods and services;
- Assistance with customer service and support as well as with marketing;
- General business management and development of future services, systems and products;
- Meeting of internal requirements and the requirements of the enterprises associated with us;
- Assertion of legal claims and defense in case of legal disputes;
- Prevention and clarification of criminal acts as well as risk management and fraud prevention.

Our interest and that of the other responsible parties in the respective processing of data is due to the respective purposes and is also of an economic nature (efficient goal fulfillment, distribution, avoidance of legal risks). To the extent that the concrete purpose allows this, we and the other responsible parties process your data in pseudonymized or anonymized form.

### **3.1. Based on your consent (Art. 6 Para. 1 lit. a GDPR)**

To the extent that you agreed to our processing personal data for specified purposes (e.g. for the mailing of newsletters), the legality of this processing on the basis of your consent is a given. A consent once granted may be revoked at any time. This is true also for the revocation of declarations of consent granted to us before May 25, 2018. Please note that a revocation has effect only for the future. Processing performed before the revocation is not affected hereby.

### **3.2. Based on legal regulations (Art. 6 Para. 1 lit. c GDPR)**

We are subject to various legal obligations, i.e. legal requirements (e.g. terror list regulations, anti-money laundering laws, tax laws), on the basis of which we are obliged to process personal data. The purposes of processing include e.g. the prevention of fraud and money laundering, meeting fiscal control and reporting obligations as well as the assessment and mitigation of risks.

## **4. Data Use**

Within our company those entities will receive your data which need them for the fulfillment of their contractual and legal obligations or for the performance of their respective tasks (e.g. sales and marketing).

In addition the following entities may receive your data:

The data processors contracted by us (Art. 28 GDPR), in particular in the areas of IT services, logistics and printing services, which process your data on our behalf per our instructions, public authorities and institutions, in the presence of a legal or official obligation our respective agents-in-fact, employees, representatives, authorized persons, auditors, service providers and all subsidiaries and affiliated companies (and their respective agents-in-fact, employees, consultants, representatives and authorized persons).

Your personal data will be disclosed only to the following recipients or categories of recipients:

Grid operators, control point operators and service providers for the supply and settlement of the contract. This applies also to financially sensitive information within the meaning of Sec. 60 EnWG [*German Energy Transition Act*]. Financial institutions and service providers for the handling of payments. Service providers for the operation of the IT infrastructure, for printing invoices and grid connection/customer information letters, as well as for shredding documents. Public agencies in justified cases (e.g. social security institutions, fiscal authorities, police, public prosecutors, supervisory authorities). Credit-rating and scoring agencies for credit information and assessment of credit risk. Collection services providers and law firms collecting accounts receivable, whereby we will inform you of the planned disclosure.

## **5. Data Storage**

If necessary we process and store your personal data for the duration of our business relationship, including for example for the preparation and termination of contracts. In this context it should be noted that our business relationship is normally a continuing obligation intended to last for years. In addition we are subject to various retention and documentation obligations, for example under the German Commercial Code (HGB) or the German General Tax Code (AO). The retention periods indicated therein vary between two and ten years. Finally, the retention period is also governed by the legal limitations periods which usually last 3 years, for example pursuant to Secs. 195 et seqq. of the German Civil Code (BGB), in certain cases however even up to thirty years.

## 6. Disclosure of Data to Third Parties

Your personal data will not be disclosed to third parties except for the reasons listed below. Your personal data will however be disclosed to third parties to the extent that this is necessary for the execution of the contract with you pursuant to Art. 6 Para. 1 sent. 1 lit. b GDPR. This includes in particular the disclosure to adverse parties and their representatives (in particular their legal advisors) as well as to courts and other public authorities for the purpose of correspondence and the assertion and defense of your rights. Such third parties may use the disclosed data only for the mentioned purposes. Your data will be transferred to countries outside of the European Economic Area - EEA (third countries) only to the extent that this is necessary for the execution of your orders or as required by law, or if you consented to it.

## 7. Rights of the Data Subject

You have the right:

- Pursuant to Art. 7 Para. 3 GDPR, to withdraw your consent granted to us at any time. This means that we are no longer allowed to continue processing your data based on this consent in the future;
- Pursuant to Art. 15 GDPR, to demand information about your personal data processed by us. In particular you may demand information about the processing purpose, the category of personal data, the categories of recipients to whom your data have been or will be disclosed, the planned retention period, the existence of a right to correction, erasure, restriction of or objection to the processed data, the existence of a right to complain, the origin of your data if not collected by us, as well as the existence of any automated decision-making process including profiling, and if necessary meaningful detailed information;
- Pursuant to Art. 16 GDPR, to demand the immediate correction of incorrect data or the completion of your personal data stored by us;
- Pursuant to Art. 17 GDPR, to demand erasure of your personal data stored by us unless the processing of your data is necessary for the exercise of the right to the free expression of opinion and information, for the fulfillment of a legal obligation, for reasons of public interest or for the assertion, exercise or defense of legal claims;
- Pursuant to Art. 18 GDPR, to demand restricted processing of your personal data if you contest the correctness of your data, if the processing is unlawful but you object to the erasure of your data, and if we no longer need the data, but you need them for the assertion, exercise or defense of legal claims or if you filed a complaint against our processing your data pursuant to Art. 21 GDPR;
- Pursuant to Art. 20 GDPR, to demand that we maintain the personal data that you put at our disposal, or that we send them to another service provider in a structured, common and machine-readable format; and
- Pursuant to Art. 77 GDPR, to file a complaint with a supervisory authority. For this purpose you may normally contact the supervisory authority of your usual place of residence or workplace or our corporate headquarters.

## 8. Objection Right

If your personal data are processed on the basis of legitimate interests pursuant to Art. 6 Para. 1 sent. 1 lit. f GDPR, you have the right pursuant to Art. 21 GDPR to object to the processing of your personal data if there are reasons arising from your special situation.

We may process your data in the context of the legal regulations also for direct advertising purposes. You have the right to file an objection to our processing your personal data for such advertising purposes. This applies also to profiling to the extent that it concerns such direct advertising. If you object to our processing your data for such direct advertising purposes, we will stop processing your personal data for such purposes.

If you would like to exercise your objection rights, an email to our contact data shown at the beginning of this notice is sufficient.