

Data protection notice for business partners

Your rights and how we handle your data
Information on the implementation of the European
General Data Protection Regulation (GDPR)

1. Who is responsible for data processing and whom can you contact?

The controller is
Leiber GmbH
Franz-Leiber-Straße 1
49565 Bramsche
Phone: +49 (0) 5461 9303-0
email: info@leibergmbh.de

Contact details of the data protection officer:
email: DSB@leibergmbh.de

2. What sources and data do we use?

We only process data that we receive as part of the business relationship with you. We receive the data directly from you.

Specifically, we receive the following data:

- Master data about your contract (e.g. name, address, bank details etc.)
- Contact details (telephone number, email address)
- Tax-related data
- Data associated with implementing the contractual relationships (object of the contract, invoice data, ordered goods etc.)
- Correspondence (correspondence with you etc.)

3. For what purposes and on what legal basis will your data be processed?

We process your personal data in accordance with the data protection requirements of the European General Data Protection Regulation (GDPR) and of Germany's Federal Data Protection Law (BDSG-neu), and all further applicable legislation (e.g. German Commercial Code [HGB] and Tax Code [AO] etc.).

a. To meet contractual obligations (Art. 6(1) b GDPR)

We process your data to implement our contracts with you. The purposes of data processing depend on the contractual basis in each case.

b. As part of balancing interests (Art. 6(1) f GDPR)

In individual cases, we process your data to safeguard our or a third party's legitimate interests (e.g. authorities). This applies particularly to the investigation of criminal acts (legal basis Art. 6(1) f GDPR in

conjunction with Art. 26(1) sentence 2 BDSG-neu), or to the internal exchange of data for the purpose of processing.

c. On the basis of your consent (Art. 6(1) a GDPR)

If you have given your consent for us to process personal data, the respective consent is the legal basis for the processing referred to therein.

You may withdraw consent at any time with effect for the future. This also applies to declarations of consent that you granted to us before GDPR came into force, i.e. before 25 May 2018. The withdrawal shall have an effect only for the future.

d. On the basis of statutory requirements (Art. 6(1) c GDPR)

We're subject to a variety of legal obligations, i.e. statutory requirements.

If particular categories of personal data pursuant to Art. 9 (1) GDPR are processed, this serves the right to social security and social protection as part of exercising rights and meeting legal obligations.

4. Who receives your data?

Only those persons and bodies within our organisation who need it to meet our contractual and legal obligations shall receive your personal data.

Furthermore, it is possible to forward your personal data, should statutory requirements demand this, or if you have given your consent as the data subject.

Under the aforesaid requirements, the controller shall seek the help of service providers or third parties to meet its obligations. This includes the following categories of recipients, in particular:

- Tax advisers and auditors
- Logistics and postal service providers
- Advisers and consultants
- Creditor controllers and legal advisers
- Financial institutions and providers of payment services
- Authorities
- Document and data carrier disposal services
- IT service providers
- etc.

5. How long will your data be stored for?

We will delete your personal data as soon as it is no longer required for our contractual relationship.

If necessary, we shall process your personal data for the duration of our business relationships, which also includes the initiation and performance of a contract.

We are also subject to various retention and documentation obligations (e.g. German Commercial Code [HGB], and German Civil Code [BGB] etc.). The minimum retention and documentation periods stipulated therein are up to ten years, and, in certain circumstances, even up to thirty years.

6. Will your data be transferred to a third country?

Data shall be transferred to bodies outside the EU and the EEA (i.e. to so-called third countries), if this is necessary to implement the contractual services (e.g. supply contracts), if there is a legal requirement (e.g. tax disclosure obligations) to do so, if you have given us your consent, or if necessary for order processing. However, data shall only be transferred, insofar as a reasonable level of protection has been confirmed for the third country by the EU Commission, other reasonable data protection guarantees (such as standard contractual clauses) are in place, or there is an exception within the meaning of Art. 49 GDPR.

7. Are you obliged to provide your data?

For the purpose of our business relationship, you have to provide the personal data that is necessary to start and perform a business relationship and to fulfil the associated contractual obligations, or provide the personal data that we are legally obliged to collect.

8. Would you like to make a complaint about how your data is handled?

You may consult our data protection officer or a data protection authority.

The responsible data protection authority is:

State Representative for Data Protection Lower Saxony

Prinzenstrasse 5

30159 Hanover

9. What data protection rights do you have?

Under the respective statutory requirements of GDPR, the version valid as of 25.05.2018, you have the right to information, erasure, restriction of processing, and transferability of your personal data. You're also entitled to lodge a complaint with a data protection authority.

You have the right to object (right of objection) at any time to your data being processed for the purpose of direct advertising, without giving a reason.

You have the right to demand information (right to information) from us at any time about your personal data that we have stored.

If we process your data to safeguard legitimate interests, you may object to such processing for reasons that arise as a result of your particular situation.

In this case, we will no longer process your data, unless we can demonstrate compelling legitimate grounds for processing which outweigh your interests, rights and freedoms, or if processing serves the establishment, exercise or defence of legal claims.