

## Information according to Article 13 GDPR customers

1. Hereby we inform about processing of data in our office.

### Responsible body:

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2. In our company the following personal data are processed:

- First and last name, salutation, possibly title
- Mailing address
- Telephone number
- Fax number
- E-mail address
- Depending on the order placed, further information and data so that the order can be fulfilled.

3. The purposes for the processing of personal data are:

- Execution of the customer's order including correspondence
- Processing in the context of reciprocal claims from the customer contract (e.g. invoicing).

4. The legal bases for the processing of personal data are:

- Consent of the persons concerned for one or more of the above purposes (Article 6 (1) (a) of the GDPR).
- Necessary processing to carry out pre-contractual measures, which are carried out at the request of the person concerned (Art. 6 (1) (b) of the GDPR).
- Fulfillment of the contract, whereby the data subject is party to the contract (article 6, paragraph 1 b GDPR).
- Legal obligation to which the person responsible is subject (Article 6 (1) (c) of the GDPR).
- safeguarding the legitimate interests of the controller or a third party, whereby the fundamental rights of the person concerned do not predominate (Article 6 (1) (f) of the GDPR).

5. As part of the customer relationship, we pass on personal data to the following recipients:

internal:

- Company employees
- Company executives

External:

- Service providers (Art. 28 GDPR, AV)
- When commissioned to the business partner of the customer
- When commissioned to the business partner of the person concerned
- Authorities
- Institutions
- Tax office
- Credit institutions
- insurance

6. Data transmission in third countries and to international organization:

A transfer of data to third countries and to international organizations only takes place as far as this is necessary for the execution of the customer contract. A transmission also takes place, if you have commissioned us with it or the transmission is legally required or admissible. In these cases, we only send to recipients who ensure the protection of your data in accordance with the provisions of the GDPR for transmission to third countries (Articles 44 to 49 GDPR).

7. Information on deletion periods:

The data are stored and archived according to § 257 HGB and § 147 AO. After expiry of the statutory retention obligations, the data will be deleted.

Retention beyond the statutory period may be possible to avert liability. This also applies if the contract agreement provides for a longer retention period.

8. Your rights as an affected person:

- Right to information according to Art. 15 GDPR
- Right to a correction under Art. 16 GDPR
- Right to cancellation under Art. 17 GDPR
- Right to restriction of processing according to Art. 18 GDPR
- Right to transfer your data according to Art. 20 GDPR
- Right to revoke your consent in accordance with Art. 7 (3) GDPR
- Right to complain to the supervisory authority pursuant to Art. 77 para. 1 GDPR

<https://www.lida.bayern.de/de/index.html>

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We reserve the right to carry out updates.