

The basic principles behind the data processing at Schaefter + Kirchhoff GmbH

This page link is provided for those who want information about our handling of (your) personal data. In order to fulfill the information requirements according to Article 12 *et seq.* of the 2018 EU General Data Protection Regulation (GDPR; Datenschutz-Grundverordnung, DSGVO), we present our information on data protection below:

1 Who is responsible for data processing?

The responsibility for data protection according to the GDPR lies with

Schaefter + Kirchhoff GmbH
Kieler Str. 212
22525 Hamburg
Germany

More information about and legal declarations by the company, responsibilities and contact details are available from our Internet webpage:

<https://www.sukhamburg.com/kontakt.html>

2 What types of data about you are processed by us? And for what purposes?

If we have received data about you, we will only process it for the purposes for which we have received or collected it.

Data processing for other purposes can only be considered when it complies with the legal requirements for such use under GDPR Article 6 paragraph 4. Other legal requirements that may apply under GDPR Art. 13 para. 3 and Art. 14 para. 4 will also be followed.

3 What is the applicable legal basis?

The legal basis for the processing of personal data is in principle - as far as there are no overriding legal provisions - GDPR Art. 6. The following options apply, in particular:

- Providing consent GDPR Art. 6 para. 1 (a)
- Data processing for the fulfillment of contracts GDPR Art. 6 para. 1 (b)
- Data processing arising from a conflict of interests GDPR Art. 6 para. 1 (f)
- Data processing to fulfill a legal obligation GDPR Art. 6 para. 1 (c)

The processing of personal information is made on the basis of your **explicit consent**, which you have the **right to revoke** at any time and with effect into the future.

Should your data be processed where a **conflict of interest** might arise then you, as the affected individual, have the **right to object** to the processing of your personal data, according to the requirements of GDPR Art. 21.

4 How long is the data stored?

We process the data for as long as is necessary for the original declared purpose.

As far as statutory storage obligations exist, e.g. in commercial or tax law, personal data is stored for the duration required by these legal obligations. After expiry of these applicable storage obligations, any newly applicable legal requirements are considered. Should none apply then the data is deleted.

Generally, towards the end of a calendar year, the data required for continued processing is reviewed. Given the amount of data, this check is performed for specific types of data or purposes of processing.

You are allowed at any time (see Section 7 below) to request and receive personal information that is stored about you by us and should the basis for this data processing be no longer applicable then you can demand the deletion of the data or the restriction of its use in further data processing.

5 With whom can the data be shared?

A disclosure of your personal data to third parties will only occur when it is necessary for the execution of the contract with you, either where the disclosure on the basis of a conflict of interest is permitted according to GDPR Art. 6 para. 1 (f), where we are legally obliged to divulge this information or where you have given specific consent for this to happen.

6 Where is the data processed?

Your personal data will be processed by us in data centers within the Federal Republic of Germany exclusively.

7 Your rights as "an affected individual"

You have the right to be informed about the personal data about you that we process.

For a request for information that is not made in writing, we would appreciate your understanding when we request proof from you that you are the individual concerned.

Furthermore, you have the right to rectification or deletion or restriction of the data processing, as far as you are legally entitled.

Furthermore, you have a right to object to the processing within the scope of the legal requirements. Your rights over data portability also exist in the context of the data protection regulations.

In particular, you have the right to object to the processing of your data in connection with direct advertising, should a conflict of interest arise, in accordance with GDPR Art. 21 para.1 and 2.

8 Our data protection officer

We have appointed a data protection officer in our company. You can reach them under the following contact possibilities:

Torben Becker
Schaefter+Kirchhoff GmbH
Kieler Str. 212
22525 Hamburg
Germany

E-Mail: datenschutz@sukhamburg.de

9 Registration of complaint

You have the right to complain about our processing of your personal data to the supervisory authority for data protection.

Dated: 21. September 2018