

Information according to Art. 13 / Art. 14, GDPR, concerning the processing of your data and your rights according to the European General Data Protection Regulation

With these references, we inform you about the processing of your personal data and the rights accruing to you according to data protection. The data which are processed in detail and the way in which they are used is predominantly based on the services which have been rendered and agreed.

Controller for data processing and contact to the data protection representative:

Controller for data processing:

H+E Logistik GmbH
Josef-Baumann-Str. 18
D-44805 Bochum
Datenschutz@helogistik.de

You can reach **our data protection representative** under:
datenschutz@emetz.de

Which data do we use and where do we get these data from?

As a matter of principle, we process personal data which we receive from you within the framework of preparation of our business or ongoing business relationship. In addition, to the extent necessary, we process personal data which we have received from third parties (e.g. credit agencies) or on the basis of consent granted by you. We also process personal data which we admissibly may process from publicly accessible sources (e.g. Register of Commerce, press, media).

Relevant personal data are basic data such as first name, surname, address and communication data (e.g. telephone number, mobile phone number, e-mail address). In addition, this may also be, for example, pre-contractual contact data, contract and commission data, supply and delivery data as well as creditworthiness data.

What do we process your data for (purposes of processing) and on which legal basis is this done?

We process personal data observing the European General Data Protection Regulation (GDPR) as well as all other decisive acts:

1) To fulfil contractual duties (Art. 6, subsection 1 b), GDPR)

Personal data are processed (Art. 4, no. 2, GDPR) for example to process commissions, produce quotations and pre-contractual measures, to render

services, to produce invoices and to supply goods. The purposes of processing are primarily aligned to the service to be rendered by us.

2) Within the framework of a balance of interests (Art. 6, subsection 1 f), GDPR)

To the extent necessary, we also process your data in order to safeguard our or third parties' legitimate interests. For example, this can be the case in:

- guaranteeing IT security and IT operation, including tests
- preventing and solving criminal offences
- for statistical purposes
- for determining creditworthiness with credit agencies
- for the purpose of advertising.

If we process your data to safeguard legitimate interests, you can object to this processing on grounds relating to your particular situation speaking against the processing.

Right to object, direct advertising:

You have the right to object to processing of your personal data for purposes of direct advertising.

3) On the basis of your consent (Art. 6, subsection 1 a), GDPR, Art. 9, subsection 2 a) in conjunction with Art. 7, GDPR)

To the extent that we have consent from you for the processing of personal data for specific purposes (e.g. receipt of a newsletter), the lawfulness of this processing exists on the basis of your consent. Consent once granted can be withdrawn again at any time. Please remember that the withdrawal has an effect for the future. Processing done before this withdrawal is unaffected by it.

4) Processing on the basis of statutory requirements (Art. 6, subsection 1 c, GDPR)

It is possible that we process your personal data for fulfilment of statutory requirements. For example, this includes archiving periods according to commercial and fiscal law as well as information to authorities, if applicable.

Who are the data forwarded to (categories of recipients)?

Data processing within the enterprise:

We have combined certain data processing activities in our enterprise. They are attended to centrally by specialised areas of the enterprise. In this context, your data can be processed, for example, for telephone support or for handling of invoices.

External contractors and service providers (commissioned processors):

To fulfil our tasks and contracts, we sometimes use external contractors and service providers. This can, for example, be document shredders, print service providers, logistics or IT service providers.

Further recipients:

Over and above this, data can go to recipients to whom we are obliged to forward them on the basis of statutory duties (e.g. law enforcement agencies and courts).

Duration of the data storage:

To the extent necessary, we process and store your data for the term of our business relationship. This also entails the preparation and handling of a contract or a commission. In addition, we are subject to various archiving periods resulting, amongst others, from the German Commercial Code. Finally, the term of storage also results from the statutory archiving periods, which as a rule are 3 years, but can also be 30 years.

Transmission of data to third countries:

Data are only transmitted to third countries (countries outside the EU and the European Economic Area, EEA) to the extent that this is necessary for the performance of a contract/commission/business relationship, including the preparation, and only observing the data protection law preconditions prescribed for this.

Data subjects' rights:

Via the aforementioned contact data, you can demand information about the data stored concerning you (Art. 15, GDPR). In addition, under certain circumstances, you can demand rectification or erasure of your data (Art. 16 and 17, GDPR). You have the right to demand restriction of the processing of your personal data (Art. 18, GDPR). In addition, you have the right to provision of the data provided by you in a structured, commonly used and machine-readable form (Art. 20, GDPR).

Is there a duty to provide data?

Within the framework of preparation of business or an ongoing business relationship to us, you must generally only provide the data which we need for substantiation, implementation or ending of this relationship. Without provision of the necessary data, we will possibly have to reject the substantiation of a business relationship or cannot perform or must even end one.

to complain:

You have the possibility of contacting the aforementioned data protection representative or a supervisory authority competent for data protection with a complaint.