

## **Data protection information for business partners pursuant to Art. 13 GDPR**

This data protection information for business partners informs you about the processing of your personal data at

Witte Holding GmbH & Co. KG

Obere Remscheider Str. 15

42929 Wermelskirchen

Pursuant to Art. 4 lit. 1 GDPR, your personal data includes all information that relates or can be related to your person, in particular by means of assignment to an identifier such as a name or to an organization number or customer number by which your person can be identified.

We are providing this data protection information for business partners ("notice") to explain, as a data controller, the data processing practices relating to our customers, business partners and suppliers (collectively "business partners") and, where applicable, their employees who have dealings with Witte Holding.

Scope:

This notice applies if you are an independent business partner of Witte Holding or if you are an employee of a business partner acting on behalf of the business partner with Witte Holding.

Categories of personal data and data sources:

Witte Holding processes the following personal data about you, your company or third parties:

- Personal data relating to independent business partners: Name, business contact details, services or products offered, contract information, communication content (such as emails or business letters), payment information, billing information and business relationship history.
- Personal data relating to employees of a business partner: name, business contact details, name of employer, title/position and communication content (such as emails or business letters)

Data processing purposes, legal basis and consequences:

Your personal data is processed for the purposes of fulfilling the contractual relationship with the business partner (including the fulfillment of contractual performance obligations, invoice processing, communication and compliance with legal requirements), for marketing and CRM activities and for fraud prevention.

Witte Holding relies on the following legal bases for data processing:

- Fulfillment of the contractual relationship with the business partner (Art. 6 (1) lit. b GDPR);
- Performance of a contract with Witte Holding (Art. 6 (1) lit. b GDPR);
- Legitimate interest of Witte Holding (Art. 6 (1) lit. f GDPR). Legitimate interests may include, in particular, marketing and CRM activities, as well as the prevention of fraud, IT misuse, money laundering, operation of a whistleblowing system, physical security, IT and network security, internal investigations;

- Consent, if provided by you and recorded by law (Art. 6 (1) lit. a GDPR);
- Compliance with legal requirements (Art. 6 (1) lit. c GDPR);

The provision of personal data is necessary for the conclusion and/or performance of the contractual relationship and is voluntary. However, if you do not provide this data, it could delay or even make them impossible the business partner management and administrative processes.

Categories of recipients:

Witte Holding may use service providers acting as processors to provide IT and other administrative support (e.g. service providers offering IT hosting or maintenance support). These service providers may have access to your personal data to the extent necessary to provide such services.

Any access to your personal data is limited to those persons who need the information to complete their activities.

Witte Holding may disclose your personal data if required or requested to do so by governmental authorities, courts, external authorities or similar third parties.

Retention period:

The personal data will be stored by Witte Holding and its service providers for as long as necessary until our obligations are fulfilled. The data will be backed up for as long as is necessary for the purpose in accordance with the GDPR. Once Witte Holding no longer needs the data to fulfill contractual or legal obligations, it will be removed from our systems and records and/or measures will be taken so that your personal data is properly anonymized and you are no longer identifiable. Exceptions to this are cases where we need to retain your personal data to comply with legal or regulatory obligations to which Witte Holding is subject. For example, legally required retention periods resulting from the German Commercial Code, tax law or the Money Laundering Act, which are usually between 5 and 10 years, or we need to preserve evidence within the statute of limitations, which is usually 3 years but can also last up to 30 years.

Your rights:

Should you have given your consent with regard to certain processing activities, you can revoke this at any time with future effect. This revocation will not affect the previous processing of data.

In accordance with the applicable data protection laws, you have the following rights

- Right of access, Art. 15 GDPR

You have the right to information about the personal data stored about you.

- Right to rectification, Art. 16 GDPR

If you discover that inaccurate data relating to you is being processed, you may request rectification. Incomplete data must be completed, taking into account the purpose of the processing.

- Right to erasure, Art. 17 GDPR

You have the right to request the deletion of your data if certain reasons for deletion exist. This is particularly the case if they are no longer necessary for the purpose for which they were originally collected or processed.

- Right to restriction of processing, Art. 18 GDPR

You have the right to restrict the processing of your data. This means that your data will not be deleted, but will be marked to restrict its further processing or use.

- Right to data portability, Art. 20 GDPR

You have the right to receive the personal data that you have provided to Witte Holding in a structured, common and machine-readable format. Furthermore, you also have the right to transfer this data to another controller without delay from Witte Holding.

- Right to object to unreasonable data processing, Art. 21 GDPR

You have the right to object at any time, on reasons relating to your particular situation, to the processing of personal data concerning you, which is carried out based on Art. 6 (e) or (f) GDPR.

Since Witte Holding processes and uses your personal data primarily for the purposes of the contractual relationship with you, Witte Holding basically has a legitimate interest in processing your data, which, on the other hand, will override your restriction request.

To exercise your rights, please contact us as described in the "Questions" section.

Complaining to the supervisory authority about to data protection violations

You have the right to lodge a complaint with the competent supervisory authority if you are of the opinion that the processing of your data by Witte Holding is not permitted under data protection law. This is based on Art. 77 GDPR. The complaint to the supervisory authority can be made informally.

Automated decision-making / profiling

Witte Holding does not use automated decision-making processes in connection with the recruitment and its data processed.

Questions:

You can reach the data protection officer of Witte Holding at the following contact details

E-mail: [datenschutz@witte-group.de](mailto:datenschutz@witte-group.de)