

## Information on data processing for business partners and their contact persons

Dear Sir or Madam,

In accordance with the provisions of Articles 13, 14 and 21 of the General Data Protection Regulation (GDPR), we hereby inform you about the processing of the personal data you have provided to us and that we have collected and your rights in this regard.

### Person responsible for data processing

HCONSULT Polska sp. Z o.o.  
ul. Chorzowska 180  
40-121 Katowice

telephone: +48 601848894

E-Mail: [info@hconsult-polska.pl](mailto:info@hconsult-polska.pl)

If you have any questions or concerns about data protection, please contact us by post at the above address or by e-mail at: [info@hconsult-polska.pl](mailto:info@hconsult-polska.pl)

### Purposes and legal bases of data processing

We collect and process your personal data insofar as this is necessary to conclude and fulfill a contract or to carry out pre-contractual measures (e.g. to prepare an offer). The legal basis for this is Art. 6 (1) (b) GDPR.

We collect your personal data when you contact us, i.e. when you contact us by email, telephone, letter or in person as an interested party, supplier or customer. We also process your personal data if you are already using our products and services as part of an existing business relationship. We also process personal data from publicly accessible sources.

We regularly require the following data for the above-mentioned purposes:

- Personal details (e.g. surname, first name),
- Contact details (e.g. telephone number, e-mail address),
- Company details (e.g. registered office, authorized representatives),
- contract and billing data (e.g. bank details).

Without this data, we will not be able to conclude and fulfill a contract with you or with the company.

If you give us your express consent to process personal data for specific purposes, the lawfulness of this processing is based on your consent in accordance with Art. 6 (1) (a) GDPR. You can withdraw your consent at any time (see section "Your rights").

We also process your data in order to protect our legitimate interests or those of third parties (Art. 6 (1) (f) GDPR).

This may be necessary in particular:

- for direct advertising,
- for statistics,
- to ensure IT security and IT operations,
- for internal administrative purposes,
- to carry out dunning or debt collection procedures.

In addition, we process your personal data to fulfill legal obligations, such as retention obligations under commercial and tax law. In this case, the legal basis for processing is the respective legal regulations in conjunction with Art. 6 (1) (c) GDPR.

If we wish to process your personal data for a purpose not mentioned above, we will inform you in advance in accordance with the statutory provisions.

### Categories of recipients of the personal data

Specialized departments of our company perform certain data processing tasks. For example, your data may be processed centrally by a department of our company for the central administration of address data, for contract and service processing and -billing or for mail processing may be processed centrally by one of our company's departments.

### External service providers:

Only those external bodies that require your data to fulfill our contractual and legal obligations, e.g. IT service providers, hosting companies, will have access to your data. We have concluded data processing contracts with these companies in accordance with Art. 28 GDPR, where appropriate.

We may carry out a credit check as part of the contract conclusion process. In the event of non-payment of amounts due, we will also pass on personal data to a law firm for further processing after an unsuccessful reminder.

Financial or law enforcement authorities and other third parties may receive the data within the framework of a higher-level legal provision.

### Data transfer to a third country

Should we or one of our external service providers transfer personal data to service providers outside the European Economic Area (EEA), the transfer will only take place if the third country has been confirmed by the EU Commission as having an adequate level of data protection or other appropriate data protection guarantees (e.g. EU standard contractual clauses) are in place.

### Duration of data storage

Your personal data is regularly deleted as soon as it is no longer required for the purpose for which it was collected. We also store your personal data insofar as we are legally obliged to do so. Corresponding - time-limited - obligations to provide evidence and retain data arise from the German Commercial Code and the German Fiscal Code, among others. The storage periods are up to ten years.

### Your rights

You have the right of access under Art. 15 GDPR, the right to rectification under Art. 16 GDPR, the right to erasure under Art. 17 GDPR, the right to restriction of processing under Art. 18 GDPR, the right to notification under Art. 19 GDPR and the right to data portability under Art. 20 GDPR.

In addition, you have the right to lodge a complaint with a data protection supervisory authority in accordance with Art. 77 GDPR if you believe that your personal data is being processed unlawfully. The right to lodge a complaint is without prejudice to any other administrative or judicial remedy.

If we process the data on the basis of your consent, you are entitled to withdraw this consent at any time in accordance with Art. 7 GDPR. Please note that the revocation only takes effect for the future. Processing that took place before the withdrawal is not affected. Please also note that we may have to retain certain data for a certain period of time in order to comply with legal requirements (see section "Duration of data storage").

Insofar as we process your data in accordance with Art. 6 (1) (f) GDPR to protect our legitimate interests, you have the right to object to the processing of this data at any time in accordance with Art. 21 GDPR for reasons arising from your particular situation. We will then no longer process this personal data unless we can demonstrate compelling legitimate grounds for the processing. These must outweigh your interests, rights and freedoms, or the processing must serve the assertion, exercise or defense of legal claims.

You are welcome to contact us to protect your rights.

### Automated decision making

An automated decision in individual cases within the meaning of Art. 22 GDPR does not take place.