

**Information obligation according to Art. 13 and Art. 14 GDPR  
to process customer data and prospect data**

**data processor**

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Name and contact details of the person responsible :

**Graphite Materials Ltd**

Rothenburger Str. 76  
90522 Oberasbach Phone: +49 911 999 01 03-0  
Fax: +49 911 999 01 03-50  
Email: [info@graphite-materials.com](mailto:info@graphite-materials.com)

Managing Director: Dr.-Ing. Rolf Terjung  
District Court of Fürth: HRB 9564 VAT ID: DE813831659

Name and contact details of the data protection officer:

Ms. Gisela Pöllinger  
Data protection Pöllinger GmbH  
Dresden Street 38  
92318 Neumarkt  
Phone: 09181/2705770  
Email: [datenschutz@datenschutz-poellinger.de](mailto:datenschutz@datenschutz-poellinger.de)

**processing frame**

Purpose and legal basis for processing  
Art. 6, paragraph 1, letters a, b, f GDPR

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**Customer data / prospect data:**

Personal data is collected, processed or used to fulfill the business purpose such as pre-contractual measures (e.g. to prepare offers, process inquiries) to fulfill contractual obligations (order, order and payment processing, invoicing), to deliver goods and services (Art. 6 Para. 1 lit. b EU-DS-GVO), as well as to maintain business contact and to inform the business partner about new products and service offers (Paragraph 1 lit. f GDPR), to carry out satisfaction surveys (Art. 6 Para. 1 lit. a GDPR.). In addition, we may also process your data to exercise house rights (video surveillance of public spaces in accordance with Art. 6 Para. 1 f) GDPR in conjunction with Section 26 Para.1 BDSG-new). Furthermore, there is a legal obligation to process (e.g. due to tax regulations) (Art. 6 Para. 1 lit. c EU-DS-GVO).

Categories of personal data processed:

**Essential data categories are:**

- Surname
- address
- Contact details of contact persons in the company (first name, last name)
- Communication data (telephone number, mobile number, email address, fax number)
- Customer number as well as order and delivery data for the purpose of initiation
- Order and contract data
- Billing and payment data (bank details)

## Origin (source) of the data

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The stored data was collected as part of our contractual relationship and for the initiation of contracts and individual orders, or they arose in the context of business relationships and business initiation. The data is stored to fulfill and process the orders placed with us as well as the commercial and tax documentation and archiving obligations. Capture from entries in the ERP system, signatures from e-mail and documents. In this respect, your data is processed on the basis of Article 6 Paragraph 1 lit. b,c ,f EU-DS-GVO.

## Recipients (categories) of the personal data

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**Public bodies** that receive data due to legal regulations:

- Federal Office of Economics and Export Control
- Tax office
- customs service

**Internal bodies** involved in the execution of the respective business processes:

- Managing directors
- accounting
- controlling
- distribution
- Purchasing
- Technology
- production
- logistics
- IT

**External bodies** (contractual partners) insofar as these are necessary for the fulfillment of the contract. External contractors (service companies) in accordance with Art. 28 GDPR to process the data on our behalf:

- disposal company
- IT service provider
- Google Analytics
- software provider

**Other external bodies** : companies belonging to the group or other external bodies for the fulfillment of the above-mentioned purposes, insofar as the person concerned has given his written consent, this is necessary for the fulfillment of the contract or a transmission is permissible due to an overriding legitimate interest:

- credit institution

- tax consultant
- insurances
- Schufa
- Lawyer

## Transfer to third countries

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In individual cases, data will only be transmitted on the basis of an adequacy decision by the European Commission, standard contractual clauses, suitable guarantees or your express consent.

## Duration of storage / deletion

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### After the legal retention period:

10-year	annual accounts, opening balance sheets, trading and business books, records, work instructions, organizational documents, invoices and accounting documents (HGB, AO, EStG, KStG, GewStG, UStG, AktG, GmbHG, GenG)
6 years	commercial and business letters as well as for other documents (HGB, BGB)
30 Years	Enforceable Titles

### The following data will be deleted in accordance with Art. 17 GDPR:

- If the storage of the data is no longer necessary
- If the data subject has revoked their consent to data processing
- If the data has been processed unlawfully
- If there is a legal obligation to delete under EU or national law

### Restriction of processing pursuant to Article 18

If deletion is not possible in the case of non-automated data processing due to the special type of storage or only with a disproportionate amount of effort and the interest of the data subject in deletion is to be regarded as low, the data subject has the right and the obligation of the person responsible for deletion personal data in accordance with Article 17 Paragraph 1 of Regulation (EU) 2016/679 in addition to that in Article 17 Paragraph 3 of Regulation (EU) 2016/679

mentioned exceptions. In this case, the restriction of processing in accordance with Article 18 of Regulation (EU) 2016/679 takes the place of deletion. Sentences 1 and 2 do not apply if the personal data has been processed unlawfully.

## rights of the data subject

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- Information about the data stored about you (Article 15 GDPR). In particular, you can obtain information about the processing purposes, the category of personal data, the categories of recipients to whom your data has been or will be disclosed, the planned storage period, the existence of a right to correction, deletion, restriction of processing or objection, the existence of a Right to complain, the origin of your data, if not collected from us, and the existence of automated decision-making including profiling and, if necessary, meaningful information about their details.
- Correction - Should incorrect personal data be processed (Article 16 GDPR),

- Deletion and restriction as well as objection to processing (Articles 17, 18 and 21 GDPR).
- Right to data transfer (Art. 20 GDPR, to receive your personal data that you have provided to us in a structured, common and machine-readable format or to request transmission to another person responsible.
- Revocation of consent (Art. 7 Para. 3 GDPR). As a result, we are no longer allowed to continue the data processing based on this consent for the future
- Right of appeal to the competent supervisory authority (Article 77 GDPR)

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## right to object

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If your personal data is processed on the basis of legitimate interests in accordance with Article 6 Paragraph 1 Clause 1 Letter f GDPR, you have the right to object to the processing of your personal data in accordance with Article 21 GDPR, provided there are reasons for this, which arise from your particular situation or the objection is directed against direct advertising. In the latter case, you have a general right to object, which we will implement without specifying a particular situation.

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## Right to withdraw consent

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Within the meaning of Article 6 Paragraph 1 Letter a or Article 9 Paragraph 2 Letter a, each data subject has the right to revoke individual or all consents that have been granted, for example for the fulfillment of a contract, at any time and without disadvantages for him/herself, without that the legality of the processing carried out on the basis of the consent up to the revocation is affected.

**Please address the revocation of consent and objection in writing to:**

### **Graphite Materials Ltd**

Data Protection Coordinator  
Rothenburger Str. 76  
90522 Oberasbach Phone: +49 911 999 01 03-0  
Fax: +49 911 999 01 03-50  
Email: [datenschutz@graphite-materials.com](mailto:datenschutz@graphite-materials.com)

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## Automated decision making and profiling

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No automated procedures for decisions according to Art. 22 **GDPR** or other profiling measures Art. 4 No. GDPR are used.

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## Up-to-dateness and changes to this information obligation in accordance with Art. 13 and Art. 14 GDPR

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This information obligation on data protection is currently valid and has the status of August 2022. It may be necessary to change this information due to changed legal or official requirements, among other things. You can call up and print out the current information obligation on data protection at any time on the website [www.graphite-materials.com/de/informationspflicht.html](http://www.graphite-materials.com/de/informationspflicht.html).