

Information according to EU GDPR for customers and suppliers

These notifications serve the purpose of informing you about the processing of your personal data by LTI-Metalltechnik GmbH and the rights to which you are entitled under data protection law.

- **Who is responsible for data processing and whom can I contact?**

Responsible for data processing is

LTI-Metalltechnik GmbH
Im Flürlein 25
74214 Schöntal-Berlichingen
Germany
Telephone: +49 7943 892-0
E-mail: info@lti-metalltechnik.de

You can contact our data protection officer at:
e-mail: datenschutz@lti-metalltechnik.de

- **What do we process your data for (purposes of processing), and on which legal basis do we do this?**

We process personal data in compliance with the EU Data Protection Regulation (GDPR) and all other relevant laws.

- 1. For the fulfilment of contractual obligations (Section 6. Par. 1 lit b) GDPR)**

The processing of personal data (Section 4 No. 2 GDPR) takes place e.g. for the:

- execution of pre-contractual measures and/or contract initiation,
- proposal preparation,
- processing of orders,
- provision of services,
- delivery of goods,
- invoice creation,
- customer and supplier master data management.

The purposes of the processing depend primarily on the service that is to be provided by us.

- 2. Within the scope of the balancing of interests (Section 6 par. 1 lit. f) GDPR)**

Where necessary, we also process your data to protect our own legitimate interests or those of third parties. This can be the case, e.g., with:

- the guarantee of IT security and IT operation, including tests,
- for customer acquisition and retention purposes,
- for the purpose of securing supplies by suppliers,
- for vendor evaluations,
- for carrying out credit ratings with credit agencies.

- 3. On the basis of your consent (Section 6 par. 1 lit. a GDPR, Section 9 par. 2a) in connection with Section 7 GDPR)**

Insofar as we obtain your consent to the processing of personal data, the lawfulness of this processing is provided on the basis of your consent. Consent once given can be revoked at

any time. Please note that the revocation is effective for the future. Any processing carried out before this revocation is not affected by this.

4. Processing due to legal requirements (Section 6 par. 1 lit c GDPR)

It may happen that we process your personal data in order to fulfil legal obligations. This includes, e.g., retention periods under commercial and tax law and, where applicable, information to public authorities in statistical form, based on anonymised data.

▪ To whom is the data passed on (categories of recipients)

Data processing in the group of companies:

We have bundled certain data processing processes in our group of companies. Your data is processed centrally at LTI-Metalltechnik for customer support (e.g. sales, quality management) or invoice processing.

External contractors and service providers (contract processors):

In order to satisfy our tasks and the performance of the contract, we use external contractors and service providers in some cases. These include, e.g. document shredders, logistics, IT service providers. Separate order processing contracts have been concluded with these service providers.

Other recipients:

In addition, data may be passed on to recipients to whom we are obliged by law (e.g. law enforcement authorities, courts) to do so.

▪ Data storage duration

When necessary, we process and store your personal data for the duration of our business relationship. This also includes the initiation and processing of a contract/order. In addition, we are obliged to comply with various storage obligations that result from the German Commercial Code, among other things. Finally, the storage period also is the consequence of additional statutory limitation periods, which can normally amount to 3 years, but also extend up to 30 years.

▪ Data transmission to third countries

We do not transfer personal data to countries outside a member state of the European Union or to any other state party to the Agreement on the European Economic Area.

▪ Rights of persons concerned

You can use the contact data provided above to request information about your personal data stored. (Section 15 GDPR). You may also request the correction or deletion of your data under certain conditions (sections 16 and 17 GDPR). You have the right to request that the processing of your personal data be restricted (Section 18 GDPR). In addition, you have the right to have the data you provide published in a structured, common machine-readable format (Section 20 GDPR).

- **Is there an obligation to provide data?**

As part of a business initiation or relationship with LTI-Metalltechnik, you generally only need to provide the data that we will need in order to establish, implement or terminate this relationship. Without the provision of the necessary data, we might have to decline the foundation of a business transaction, or be unable to establish such, or we might even have to terminate it.

- **Right of complaint**

You have the option of contacting a data protection supervisory authority with a complaint.

The State Commissioner for Data Protection and Freedom of Information

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