

## **Information on the processing of data of our business partners**

Dear Business Partner,

The protection of your data and transparent data processing are important to us. For this reason, we would like to inform you about how we process your data and which claims and rights you are entitled to according to the data protection regulations.

### **Person responsible for data processing**

Eltra GmbH  
Retsch-Allee 1-5  
42781 Haan  
Germany

### **Contact our Data Protection Officer**

For all data protection-related questions please contact:

Eva-Daniela Jung  
Phone +49 172 25 27 359  
E-mail [datenschutz@verder-scientific.com](mailto:datenschutz@verder-scientific.com)

### **What rights do you have?**

You are entitled at any time to demand that Verder Scientific GmbH & Co. KG provide you with information about the data stored about you.

In addition, you have the right to correct incorrect data, to restrict the processing of data that has been processed too extensively and to delete personal data that has been processed unlawfully or stored for too long (insofar as this is not precluded by any legal obligation to retain data and no other reasons pursuant to Art. 17 (3) DSGVO). In addition, you have the right to transfer all data you have provided to us in a common file format (right to data portability), insofar as you have provided the data to us within the scope of a declaration of consent or for the fulfilment of a contract (e.g. a purchase contract).

Insofar as you also have a right to object to individual procedures, this will be dealt with as part of the description of the individual procedures.

To assert your rights, you can contact us through above contact details. You also have the right to complain to a data protection supervisory authority about the processing of your personal data by us.

## **Voluntariness of the data provided**

The provision of your personal data is basically voluntary. However, for the conclusion and implementation of the business relationship it is mandatory to process certain data about you.

## **What data do we collect from you?**

General data from the business relationship: We process the data that you provide to us as part of our business relationship. This includes in particular the following data: Contact data of the business partner's contact person(s), in particular title, name, business address, telephone number and e-mail address; banking and billing data, master data changes made by you, e. g. changes of address.

Data from other sources: We process personal data from publicly accessible sources (e. g. commercial register, authorities, Internet) only to the extent that this is legally permissible, for example because it is necessary for the provision of our services. This includes in particular the following data: Name and business address of the managing directors and shareholders insofar as this is evident from public sources and the commercial registers.

## **Purpose of the processing and disclosure of your data**

We collect and process your personal data described in more detail above in the context of the commencement and fulfilment of our contractual obligations towards you. For example, we process your contact data in the context of contacting you to conclude a contract.

By entering into a business relationship with you as an interested party, supplier or customer (business partner), we will store your contact data as well as information about business processes and communication with you and process it at least for the duration of the business relationship.

We use order processors to provide special services. The transfer of your data to them takes place in strict compliance with the obligation of confidentiality and the requirements of the DSGVO.

The processors commissioned by us, who may only process the data for us and not for their own purposes, are obliged to comply with the requirements of the General Data Protection Regulation. In these cases, the responsibility for data processing remains with us.

In addition, we work together with external partners: We transfer your personal data to logistics and transport service providers for the processing of orders, for example. However, the external service providers are contractually obligated to handle your data with particular sensitivity.

### **Legal basis**

Personal data is regularly processed on the basis of Art. 6 (1) lit. b DSGVO. According to this, personal data can be processed if this is necessary for the fulfilment of a pre-contractual relationship or contract. The processing of the data is necessary to maintain the contractual relationship.

In addition, we process your personal data insofar as this is necessary to protect our legitimate interests or those of a third party (Article 6 para.1 lit. f DSGVO). For the processing of the contractual relationship, we have a legitimate interest to process the data in order to carry out credit checks and to be able to collect receivables, also in the context of commissioning collection agencies.

In addition, we process your data insofar as this is necessary for the assertion of legal claims and defence in legal disputes and this is necessary for the fulfilment of legal obligations (Art. 6 para. 1 c) DSGVO).

### **Data deletion**

We delete the collected data after the purpose for storing it has ceased to exist or restrict the processing if there are statutory retention obligations. Many personal data are tax-relevant and are therefore generally stored in accordance with the retention periods under commercial and tax law from § 147 AO and § 257 HGB for ten years after the end of the year in which the invoice was issued or the booking was made.