

## Transparency Statement

for customers and other affected parties

With the following information, we would like to give you an overview of the processing of your personal data by us and your rights under data protection law.

### **Who is responsible for data processing and who can be contacted?**

Responsible is

*Zyagnum AG  
Gräfenhäuser Str. 26 | 64293 Darmstadt  
Deutschland  
Telefon: +49 (0) 6151 365 31 0  
Telefax: +49 (0) 6151 365 31 10  
E-Mail: [info@zyagnum.com](mailto:info@zyagnum.com)*

You can contact our data protection officer at

*BGfD Bayreuther Gesellschaft für Datenschutz mbH  
Telemannstr. 1  
95444 Bayreuth  
Tel.: +49 921 / 16 32 45 40  
E-Mail: [info@datenschutz-bayreuth.de](mailto:info@datenschutz-bayreuth.de)*

### **What sources and data do we use?**

We process personal data that we receive from our clients and business partners through our business relationships. In addition, to the extent necessary for the provision of our services, we process personal data which we lawfully obtain from publicly accessible sources (e.g. debtor registers, national registers, commercial and association registers, press, Internet) or which are transmitted to us by other companies or third parties under authorization (e.g. a credit agency).

Relevant data are personal data (name, address and other contact data, birthday and place as well as nationality), identification data (e.g. ID data, tax number, company register number etc.) and order data (e.g. payment order). Moreover, this may include data from the fulfilment of our contractual obligations, information about your financial situation (e.g. data on creditworthiness, scoring or rating data), credit-related data (e.g. income and expenses), documentation data (e.g. consultation protocol) and other data comparable with the above categories.

### **What do we process your data for (purpose of processing) and on what legal basis?**

We process personal data in accordance with the provisions of the EU Data Protection Ordinance (DSGVO) and the Federal Data Protection Act (BDSG)

1. to fulfil contractual obligations (Art. 6 paragraph 1 lit. b) DSGVO)

The processing of data takes place for the fulfilment and/or performance of contractual obligations between Zyagnum AG and our business partners and customers. This includes

logistics companies, shipping companies, credit agencies, lawyers and other business partners necessary for contract fulfilment and implementation. This includes the forwarding of personal information such as name, address, date of birth, invoices and other invoice and financial data such as tax number, commercial register number etc.

## 2. within the framework of the balancing of interests (Art. 6 paragraph 1 lit. f) DSGVO)

If necessary, we process your data beyond the necessary fulfillment of the contract to protect the legitimate interests of us or third parties. For example, to consult and exchange data with credit agencies, to assert legal claims and defend against legal disputes, to prevent or clear up criminal offences or for measures to manage business and further develop services and products.

## 3. on the basis of your consent (Art. paragraph 1 lit. a) DSGVO)

To the degree of your consent to process personal data for certain purposes (e.g. for sending information or offers, etc.), the legality of this agreement is given based on your consent. A given consent can be revoked at any time. This also applies to the revocation of declarations of consent issued to us prior to the validity of the DSGVO, i.e. before 25 May 2018. The revocation of a consent is only effective for the future and does not affect the legality of the data processed until revocation.

### **Who gets my data?**

Within Zyagnum AG, those departments, which require your data to fulfill their contractual obligations and for billing and assertion of claims arising from the treatment will have access to your data.

Furthermore, personal data may be requested for the purpose of the contract for the manufacturing, sale and provision of our products to other business partners necessary for this purpose. For example, suppliers, logistics companies, credit agencies, debt registers and similar. Other data recipients are those entities for which you have given us your consent to the transfer of data or for which we are authorized to transfer personal data on the basis of a weighing of interests.

### **Is my data transferred to a third country or to an international organisation?**

In principle, no personal data is transferred to countries outside the European Union (so-called third countries), unless required by law (e.g. tax reporting obligations or you have given your consent).

### **How long will my data be stored?**

We process and store your personal data as long as this is necessary to fulfil our contractual and legal obligations. If the data are no longer required for the fulfilment of the obligations, they are regularly deleted, unless their – temporary – further processing is necessary for the following purposes:

- Fulfilment of commercial and tax storage obligations, which may arise, for example, from: German Commercial Code (HGB), Tax Code (AO). The periods of storage and documentation specified there are generally two to ten years.
- Preservation of evidence within the framework of the regulatory statute of limitations. According to §§ 195 ff. of the German Civil Code (BGB), these statutes of limitation may amount to up to 30 years, whereby the regular limitation period is 3 years.

### **What data protection rights do I have?**

Any person affected by the changes shall have the right of access under Article 15 DSGVO, the right to correction under Article 16 DSGVO, the right to cancellation under Article 17 DSGVO, the right to limitation of processing under Article 18 DSGVO, the right of objection under Article 21 DSGVO and the right to data transfer under Article 20 DSGVO. The restrictions according to §§ 34 and 35 BDSG apply to the right to information and the right of cancellation. In addition, there is a right of appeal to a competent data protection supervisory authority (Art. 77 DSGVO i.V.m. § 19 BDSG).

You can revoke your consent to the processing of personal data at any time. This also applies to the revocation of declarations of consent issued to us prior to the validity of the DSGVO, i.e. before 25 May 2018. Please note that the revocation will only take effect in the future. Processing that took place before the revocation is not affected by this.

### **Is there an obligation for me to provide data?**

Within the framework of our business relationships, you must provide those personal data which are necessary for the establishment, execution and termination of a business relationship, for the fulfilment of the associated contractual obligations, or those which we are legally obliged to collect. Without this information we will generally not be able to enter into, execute or terminate a contract with you.

### **To what extent is there automated decision making?**

In principle, we do not use fully automated decision making in accordance with Article 22 DSGVO for the establishment and implementation of business relationships. If we use these procedures in individual cases, we will inform you separately about this and about your rights in this regard, insofar as this is prescribed by law.

---

## **Information on your right of objection under Article 21 DSGVO**

### **Right of objection on a case-by-case basis**

You have the right to object at any time for reasons arising from your particular situation to the processing of personal data concerning you under Article 6(1)(e) DSGVO (data processing in the public interest) and Article 6(1)(f) DSGVO (data processing on the basis of a balance of interests), including profiling within the meaning of Article 4(4) DSGVO based on this provision.

If you object, we will no longer process your personal data unless we can prove compelling legitimate reasons for the processing, which outweigh your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.

**Recipient of the opposition**

The objection can be made form-free with the subject "objection" stating your name, your address and your date of birth and should be addressed to:

*Zyagnum AG  
Gräfenhäuser Str. 26 | 64293 Darmstadt  
Deutschland  
Telefon: +49 (0) 6151 365 31 0  
Telefax: +49 (0) 6151 365 31 10  
E-Mail: [info@zyagnum.com](mailto:info@zyagnum.com)*