

## Information on the processing of supplier data according to Art. 13 GDPR

### Responsible:

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### Person in charge of data protection:

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### Purpose of processing activity:

The processing of data is intended to arrange deadlines and the order processing with suppliers. Furthermore, we receive contact data of affected persons (e.g. in the form of business cards) for a possible future cooperation.

### Legal basis for processing activity:

The processing is necessary for the performance of a contract or a pre-contractual measure according to Art. 6 (1) lit. b GDPR. Furthermore, the processing is required to comply with the legal obligation or the legal storage period concerning tax relevant documents according to Art. 6 (1) lit. c GDPR. All in all, there is a variety of legal bases in Germany concerning the processing of your data. The data processing due to legal storage periods, applicable for the processing activity described here, is primarily a result of § 147 German Tax Code (AO) and §14 German Value Added Tax Act (UstG) and is stated here as an example.

### Category of recipients:

The data are collected within the intended purpose and taking into consideration the relevant data protection regulations or possibly existing declarations of consent and, if necessary, are transmitted to other recipients and third persons, in particular such as:

#### Internal recipients:

- managers
- all employees

#### External recipients:

- tax consultants
- customs
- data processors in line with GDPR
- External data processors are possibly for example processors in the field of hosting, maintenance and care of EDP systems or of corporate websites. They are generally data processors in line with Art. 4 No. 10 GDPR. The processing of data by the named processors does therefore not constitute a data transfer in line with Art. 4 No. 2 GDPR.
- The tax authority comes also in question as a recipient in connection with the fulfilment of legal reporting obligations, especially according to the German Tax Code (§ 147 AO) and the German Value Added Tax Act (§ 14 UStG).

### Data transfer to a third country:

The person-related data are being processed within Germany, the EU or within the European Economic Area. Due to the European General Data Protection Regulation there is a consistent and high level of data protection in these countries that extensively protects your data. There is no scheduled data delivery to third countries.

**Storage period of person-related data:**

Data with contractual relevance are stored for 10 years and subsequently deleted. This corresponds to a legal storage period according to § 147 German Tax Code (AO) for documents with tax relevance. As far as there are no other contractual or legal storage periods the person related data will be deleted after fulfilment of purpose.

**Rights of the affected person:**

You have the right to be informed (according to Art. 15 GDPR) by the responsible person regarding the person-related data that affect you as well as the right of rectification (Art. 16 GDPR), erasure (Art. 17 GDPR) and restriction of processing (Art. 18 (1) GDPR).

Furthermore, you have the right to object to the processing (Art. 21 GDPR) and the right to data portability (Art. 20 GDPR).

You have the right to revoke your consent at any time and with future effect. Please contact the above mentioned data controller to exercise your rights.

You have the right to submit a complaint to the supervisory authority.

**Obligation to provide the person-related data:**

The above mentioned legal bases imperatively require the collection of your data. Without provision of these data the intended contract of sale/service contract can not be made or performed. The collection and processing of data is required to settle the goods and services purchased by us. If there is no provision of required data, the billing as part of the contract can not be effected.

**Automated decision-making:**

No automated decision-making or profiling will be done.