

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

### **Responsible:**

MetallArt Treppen GmbH, represented by Kevin Zielonka, Hauffstr. 40, 73084 Salach, Germany, Phone: +49 (0)7162 93200-0, e-mail: [info@metallart-stairs.com](mailto:info@metallart-stairs.com)

### **Person in charge of data protection:**

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### **Purpose of processing activity:**

The processing of data is intended to manage the order processing in the sectors metal and staircase construction as well as service for automatic doors. The processing includes the order acceptance and the billing of the provided services. Furthermore, the processing of data will be made for reasons of support and maintenance of IT systems and applications.

### **Legal basis for processing activity:**

The processing is necessary for the fulfilment of a contract or a pre-contractual measure according to Art. 6 (1) lit. b GDPR. Furthermore, the processing is necessary for compliance with the legal obligation concerning the legally required storage for documents with tax relevance 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 named on contact and contractual data
- accountancy on bank data

#### **External recipients:**

- tax consultants
- engaged service providers like statics offices will be given construction drawings
- order processors in line with the 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:**

The deletion of contractual data will be effected after 10 years. This corresponds to a legal storage period according to § 147 German Tax Code (AO) for documents with tax relevance.

**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 the data. Without provision of these data the intended service contract or sales contract can not be performed.

**Automated decision-making:**

No automated decision-making or profiling will be done.