

## Information Notice Pursuant to Article 13 GDPR for Customer and Supplier Data

We consider it to be our top priority to maintain the confidentiality of the personal data you supply to us and to protect such data from unauthorized access. We accordingly take the utmost care and apply the latest security standards to provide your personal data with the greatest protection.

As a company governed by private law, we are subject to the requirements of the European General Data Protection Regulation (GDPR) and the provisions of the German Federal Data Protection Act (BDSG). We have implemented technical and organizational measures which ensure that data protection regulations are observed both by us and by our external service providers.

### 1 Name and Address of the Controller

The controller for the purposes of the German Federal Data Protection Act (BDSG), the European General Data Protection Regulation (GDPR) and other national data protection acts of European Union Member States and other data protection requirements is:

ProTec Polymer Processing GmbH  
Represented by the Managing Directors: Dirk Egemann, Tim Rudersdorf, Christian zu Sayn-Wittgenstein, Peter Theobald  
Commercial register: Darmstadt District Court, HRB 91113  
Stubenwald-Allee 9, 64625 Bensheim  
Tel.: +49 6251 77061-0  
Email: [datenschutz@sp-protec.com](mailto:datenschutz@sp-protec.com)

### 2 Contact Details of the Data Protection Officer

Our current data protection officer can be contacted using the following details:

CTM-COM GmbH  
Dipl.-Wirtsch. Ing. Moritz Görmann  
In den Leppsteinwiesen 14, 64380 Roßdorf  
E-Mail: [m.goermann@ctm-com.de](mailto:m.goermann@ctm-com.de)

### 3 Scope and Purpose of the Processing of Customer and Supplier Data

In the event of a customer/supplier making contact, the personal data of the customer/supplier (in the case of companies, the contact person's data) processed on this occasion are used for handling the inquiry. The data must be stated in order to respond to the inquiry and a response cannot be provided or only to a limited extent if the data are not provided.

The personal data are only processed insofar as is objectively necessary. In the context of contracts, the contract data, master data and accounts data of the parties to the contract, such as for instance the name and address, are processed in order to be able to address invoices or deliveries.

ProTec Polymer Processing GmbH will only process information which is necessary for conducting business activities and for initiating/performing the contract.

### 4 Legal Basis for the Processing of Personal Data

We process the customer's/supplier's personal data only insofar as the data subject has given consent [Article 6.1(a) GDPR], processing of a contract or precontractual steps and the legal obligations thereof render it necessary [Article 6.1(b) GDPR] or there is a legitimate interest [Article 6.1(f) GDPR].

### 5 Duration of Storage

The customer's/supplier's personal data processed by ProTec Polymer Processing GmbH are erased or made unavailable as soon as the purpose of storage ceases to apply and erasure does not conflict with statutory retention obligations.

The retention obligations arise *inter alia* from the provisions of commercial and tax law and further statutory provisions. Depending on document type, a general retention period of 6 to 10 years applies to commercial documents.

In the case of inquiries, the customer's/supplier's personal data are erased at the latest six months after a final response to the inquiry, provided this does not conflict with statutory retention obligations or the inquiry has resulted in a contract negotiation and led to the conclusion of a contract.

## 6 Right to Object

Customers/suppliers have the option to object to the processing of their personal data at any time. In this case, the data are immediately erased providing that this does not conflict with any statutory retention obligations.

Once granted, your consent can be withdrawn at any time with future effect. Withdrawal means that the performance of precontractual and/or precontractual obligations is made more difficult and no further contact may be made with the person concerned. Withdrawal should be addressed to the controller:

ProTec Polymer Processing GmbH  
Represented by the Managing Directors: Peter Theobald, Dirk Egemann  
Stubenwald-Allee 9, 64625 Bensheim  
Tel.: +49 6251 77061-0  
Email: [info@sp-prottec.com](mailto:info@sp-prottec.com)

## 7 Rights of the Data Subject

Pursuant to Article 12 GDPR, you have a right of access pursuant to Article 15 GDPR, a right to rectification pursuant to Article 16 GDPR, a right to erasure pursuant to Article 17 GDPR, a right to restriction of processing pursuant to Article 18 GDPR, a right to data portability pursuant to Article 20 GDPR and a right to object pursuant to Article 21 GDPR. The restrictions pursuant to the provisions of sections 34 and 35 BDSG apply to the right of access and the right to erasure.

There is furthermore a right to lodge a complaint with the competent supervisory authority pursuant to Article 77 GDPR in conjunction with section 19 BDSG. The competent supervisory authority in the federal state of Hesse is:

Der Hessische Beauftragte für Datenschutz und Informationsfreiheit  
Postfach 31 63, 65021 Wiesbaden  
Tel.: +49 611 1408-0  
Fax: +49 611 1408-900  
Website: [www.datenschutz.hessen.de](http://www.datenschutz.hessen.de)

Should you have any further questions, you can contact the external data protection officer directly (contact details in point 2 of this notice). Only the external data protection officer, who is bound by a duty of confidentiality, has access to this mailbox. This means that the officer makes us, his/her employer, aware of any information obtained from you only in general terms and in such a scope as is necessary for resolving an issue. Your identity is not revealed.