

## **Information concerning the use or handling of your data and your rights in compliance with Article 13 and 14 of the General Data Protection Regulation**

We hereby notify you about the processing of your personal information and the data protection rights you have. The type of individual information that is processed and the way in which it is used fundamentally depends on the services that have been agreed upon and tendered.

### **Responsible for data processing and who to contact:**

Responsible for data processing:

#### **NIDEC MOTORS & ACTUATORS (GERMANY) GmbH**

Seewiesenstrasse 9

74321 Bietigheim-Bissingen

Telephone: +49 7142 508-0

Fax: +49 7142 508-3640

Our **data protection officer** can be contacted at: [datenschutz@emetz.de](mailto:datenschutz@emetz.de)

### **How and what sort of information is collected?**

We collect and process personal information that you provide in the context of our business relationship including its initiation. We may also process personal information provided by third parties (e.g. credit agencies), if necessary. Furthermore we process personal information from publicly available sources (e.g. Commercial and Companies Register, press, media) or such information that is given with your consent.

The personal information consists of master data such as first name, last name, address and other contact details (e.g. phone number, mobile phone number, email address) but may also include pre-contractual, contractual, order and delivery data as well as data from external credit reports.

### **Why and on which legal basis is your data processed (purpose of processing)?**

When processing personal information we observe the provisions of the EU General Data Protection Regulation (GDPR) as well as all other relevant acts:

#### **1) To fulfill contractual obligations (Art. 6, para. 1 lit b GDPR)**

Personal information (Art. 4 No. 2 GDPR) is processed, for example, to enable the performance contracts and orders, to tender offers as regards pre-contractual measures, to tender services, to invoice customers, to deliver goods, to carry out of further training measures.

In the process, the purposes of the processing are principally based on the service to be tendered.

2) As part of the balancing of interests (Art. 6 para. 1 lit. f GDPR)

Insofar as this is required, we also process your information to protect legitimate interests of us (the controller) or of a third party. This can, for example, be the case:

- to ensure IT security and IT operation including tests
- to prevent and to investigate criminal offences
- to obtain external credit reports from credit agencies
- for statistical purposes
- for the purpose of advertising

**We process your information to safeguard legitimate interests. You can refuse this processing, if there are reasons arising out of your special situation that speak against this data processing.**

**You have the right to refuse processing of your personal information for the purposes of direct advertising.**

3) On the basis of your consent (Art. 6 para 1a GDPR, Art. 9 para 2a) in conjunction with Art. 7 GDPR)

Insofar as consent has been given for the processing of personal information for certain purposes (e.g. advertising) the legality of this processing is assured by your consent. Consent that has been given can be revoked at any time. The revocation applies to the future only. Processing that has been undertaken before this revocation remains unaffected by it.

4) Processing on the basis of statutory stipulations (Art. 6 para 1 lit c GDPR)

It can occur that we process your personal information to comply with a legal obligation. This includes, for example, trade and fiscal retention periods, as well as the obligation to provide information to authorities.

**To whom is the information transmitted (categories of recipients)?**

Data processing in the corporate group:

We have pooled certain data processing duties in the corporate group. These duties are assumed centrally for all company areas by a specialized company. Thereby, your information, for example, concerning orders and contractual procedures as well as invoicing, are processed by an affiliated company.

External contractors and service providers (processors):

To fulfill our duties and to perform contracts we partially use contractors and service providers. These include, for example, document shredders, print service providers, logistics, IT service providers etc.).

Additional recipients:

Furthermore, information can be transmitted to recipients to whom we are obliged on the basis of statutory duties (e.g. prosecution authorities, courts).

**Duration of information retention:**

Insofar as required, we process and store personal information for the duration of the business relationship. This also comprises the initiation and execution of a contract/order. In addition, we are subject to various retention obligations which, among other things, are imposed by the Commercial Code. Ultimately the retention period is based on the statutory limitation periods, which, as a rule, can be 3 years, but can also be up to 30 years.

**Data transfer to third countries:**

A data transfer to third countries (states outside of the EU and the European Economic Area EEA) only takes place insofar as this is necessary for the execution of a contract/order/the business relationship including the initiation and is only with due regard for the data protection requirements statutorily prescribed for this.

**Rights of the data subject (you):**

Via the contact details given above, you have the right of access to the information of the data stored about you held by the controller (Art. 15 GDPR). In addition, you can demand under certain preconditions the rectification or the erasure of your information (Art. 16. and 17 GDPR). You have the right to obtain from the controller restriction of processing of your personal information (Art. 18 GDPR). Furthermore, you have the right to receive the personal information concerning yourself in a structured, commonly used and machine-readable format (Art. 20 GDPR).

**Is there an obligation to provide data?**

For purpose of our business relationship or its initiation you are asked to provide data that is required for establishing, carrying out or cessation of our business activities. Without the provision of this necessary data we eventually refuse business activities and terminate any ongoing business relationship with you.

**Right of appeal:**

You can send a complaint to the above-mentioned data protection officer or to the responsible data protection supervisory authority.