

We hereby inform you about the processing of your personal data by SSI SCHÄFER Plastics GmbH and your rights under data protection law.

Who is responsible for data processing and who is the data protection officer?

The controller for data processing is:

SSI SCHÄFER Plastics GmbH
Fritz-Schäfer-Straße 20
57290 Neunkirchen

Phone: +49 (27 35) 61 97 - 0

Email: info@ssi-plastic.com

Our data protection officer, Mr. Christoph Larsen, can be contacted at the above address or via email: christoph.larsen@ds-larsen.de. Contact details are also available online at: <https://ssi-plastic.com/datenschutzhinweise/>.

Which categories of data do we use as a company and where do they come from?

The categories of personal data we process include in particular your master data (such as first name, last name, name affixes, nationality, and employee number) and your contact details (such as private address, (mobile) phone number, email address).

Your personal data is usually collected directly from you during the contract initiation or contractual relationship. In certain circumstances, your data may also be collected from other sources (e.g., via our hotline).

For what purposes and on what legal basis is the data processed?

We process your personal data in compliance with the provisions of the EU General Data Protection Regulation (GDPR), the Federal Data Protection Act (BDSG), and all other relevant laws.

Primarily, data processing serves the establishment, execution, and termination of a contractual relationship. The main legal basis for this is Art. 6 (1) b) GDPR.

Additionally, your separate consents according to Art. 6 (1) a) and Art. 7 GDPR may serve as a legal basis.

We also process your data to fulfill our legal obligations as a business, particularly in the area of tax law. This is based on Art. 6 (1) c) GDPR.

Where necessary, we also process your data based on Art. 6 (1) f) GDPR to protect legitimate interests of ourselves or third parties (e.g., authorities). Within the SSI Schäfer corporate group, this particularly applies to purposes of management, internal communication, and other administrative functions.

Should we intend to process your personal data for any purpose not mentioned above, we will inform you beforehand.

Who receives your data?

Within our company, only those individuals and departments (e.g., specialized departments) that require your personal data to fulfill our contractual and legal obligations have access to it.

Within our corporate group, your data may be transferred to certain companies if they centrally perform data processing tasks for affiliated companies (e.g., health insurance billing, document disposal).

We also employ various service providers to fulfill our contractual and legal obligations. The following contractors and service providers are engaged by us:

- Hetzner Online GmbH, Nuremberg
- Microsoft GmbH, Munich

Additionally, we may transmit your personal data to further recipients outside the company where necessary to fulfill contractual and legal obligations, such as:

- Authorities (e.g., tax office)
- Customer's bank (SEPA payment transactions)

What data protection rights can you assert as a data subject?

Sie können unter der o. g. Adresse **Auskunft** über die zu Ihrer Person gespeicherten Daten verlangen. Darüber hinaus können Sie unter bestimmten Voraussetzungen die **Berichtigung** oder die **Löschung** Ihrer Daten verlangen. Ihnen kann weiterhin ein **Recht auf Einschränkung der Verarbeitung** Ihrer Daten sowie ein **Recht auf Herausgabe der von Ihnen bereitgestellten Daten** in einem strukturierten, gängigen und maschinenlesbaren Format zustehen.

You may **request information** about the personal data stored about you at the above address. Under certain conditions, you may also request the **correction** or **deletion** of your data. You may also have the **right to request the restriction of the processing** of your data and **the right to receive the data you provided** in a structured, commonly used, and machine-readable format.

Right to object

You have the right to object to the processing of your personal data for direct marketing purposes at any time without giving reasons. If we process your data to protect legitimate interests, you can object to this processing for reasons arising from your particular situation. We will then cease to process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights, and freedoms or if the processing serves the establishment, exercise, or defense of legal claims.

Where can you lodge a complaint?

You can lodge a complaint with the above-mentioned data protection officer or a data protection supervisory authority. The supervisory authority responsible for us is:

State Commissioner for Data Protection and Freedom of Information North Rhine-Westphalia
Kavalleriestr. 2-4
40213 Düsseldorf

Phone: 0211/38424-0

Fax: 0211/38424-10

Email: poststelle@ldi.nrw.de

How long will your data be stored?

We delete your personal data once it is no longer required for the purposes mentioned above. After the end of the contractual relationship, your personal data will be stored as long as we are legally obliged to do so. This is usually due to legal evidence and retention obligations under the German Commercial Code and the German Fiscal Code. The retention periods can be up to ten years. Furthermore, personal data may be stored for the period in which claims can be asserted against us (statutory limitation period of three to up to thirty years).

Are you obligated to provide your data?

In the context of the contractual relationship, you must provide the personal data necessary for the establishment, execution, and termination of the contractual relationship and the fulfillment of the associated contractual obligations, or data we are legally obliged to collect. Without this data, we will not be able to conduct the contractual relationship with you.