

## **Information sheet about the handling of personal data**

We hereby inform you about the handling of your personal data by FOGTEC Brandschutz GmbH & Co. KG and the legal rights you have regarding the data protection law.

### **Who is responsible for the data handling and who is our data protection officer?**

Responsible body for the data handling is:

FOGTEC Brandschutz GmbH

Schanzenstraße 19A

51063 Cologne

Germany

Telephone: +49 221 9 62 23 0

Fax: +49 221 9 62 23 30

E-Mail: [contact@fogtec.com](mailto:contact@fogtec.com)

You can reach our data protection officer at the address above or here: [datenschutz@fogtec.com](mailto:datenschutz@fogtec.com). Additionally the contact info is provided here: [www.fogtec.com](http://www.fogtec.com).

### **Which categories of data are we using as a company and where are they coming from?**

The personal data we are handling are mainly master data (like name, family name, nationality, company position), contact data (business and in some cases private address, mobile number, telephone number, email address) as well as protocol data that occur by using our IT-systems.

Your personal data will usually be captured at the first contact. In some cases your personal data will be captured from third parties because of legal regulations. Mainly these are situation related inquiries of tax-related data from tax authorities. Additionally we can receive your data from third parties (e.g. employees and colleagues).

### **For what purpose and on which legal basis do we handle your data?**

We handle your data based on the regulations of the EU-General Data Protection Regulation (DS-GVO), the Federal Data Protection Act of the Federal Republic of Germany (BDSG) as well as all other relevant laws (e.g. BetrVG, ArbZG etc.).

The main reason for data handling is the foundation and the execution of a business relationship. The prior legal basis is Art. 6 Abs. 1 b) DS-GVO i. V. m. § 26 Abs. 1 BDSG. If necessary we handle your data on the legal basis of Art. 6 Abs. 1 f) DS-GVO in order to maintain our justified interests or the interest of third parties (e.g. authorities). This is applicable for crime investigations (legal basis § 26 Abs. 1 S. 2 BDSG) or within the company for purposes of management, internal communication or other administrative purposes.

Additionally we are obliged to match your data to the so called „EU-Terror lists“ according to the anti-terror regulations 2580/2001 and 881/2002 to make sure that no financial or other economic support for terrorist purposes is provided. Further it is our duty to provide some data to the US-Authorities in this matter.

In the case we handle your data for other reason than the ones mentioned above, we will inform you about this beforehand.

### **Who receives your data?**

Within our company your personal data will be handled by persons and functions (e.g. departments) only, who need the data to fulfil our contractual or legal duties.

Within our company group your data can be transferred to subsidiaries if it is necessary to fulfil the contractual duties (e.g. execution of projects).

In addition to this we are working with different service partners and distributors to fulfil our contractual and legal duties. You can find an overview of our prior business partners at our webpage ([www.fogtec.com](http://www.fogtec.com)).

Further, we can transfer your personal data to others if it is necessary to fulfil our contractual and legal duties as a legal entity. This can be for example: ➤ Authorities (e.g. Tax authorities, legal courts)

- Bank of suppliers or clients (SEPA-payment media)
- Insurances, Lawyers
- Other business partners who need your data to execute orders
- Insolvency administrators in case of a insolvency of a client or supplier

### **Which legal rights do you have?**

You are able to ask for saved data related to you at the address mentioned above. Under special conditions you can request to correct or delete your personal data. You can demand for limitation in handling your personal data. You are able to ask for your data to be surrendered in a common and machine-readable format.

### **Right of objection**

You have the right to contradict the handling of your personal data for the purpose for advertising without any reason. If we handle your data to preserve justifiable interests, you are able to contradict the handling for special situational reasons. We will stop handling your personal data in this case, unless we are able to prove mandatory worth protecting, in case they prevail, your interests, rights and freedom or that the handling serves the enforcement, exercise or defense of legal claims.

### **Where to complain?**

It is possible to complain to the data protection officer (contact info see above) or to the responsible data protection authorities.

### **For how long will your data be stored?**

We delete your personal data as soon as they are not necessary for one of the purposes mentioned above. After ending the business relation we will save your personal data as long as it is our legal duty. This occurs by proofs of burden and retention obligations which are regulated at the code of commercial law and tax law. The retention periods last up to ten years. Further we might save data for the time period in which claims can be asserted against us (legal limitation periods from 3 or up to 30 years).

### **Will your data be transferred to a third party country?**

In the case we transfer personal data to a service provider or companies which are located outside of the European economic area (EWR), the condition for the transfer is an appropriate data protection level in the country, which has been proven by the EU-commission, or another appropriate guarantee of data protection has been given by the party (e.g. binding privacy statements or EU-standardized contract clauses). You can receive more information from our data protection officer.

### **Is it your duty to provide your data?**

Within a business relation, it is compulsory and necessary to provide the personal data that are needed to constitute, execute or end business relations and for the fulfilling of contractual

or legal duties. Without these data it is not possible for us to maintain business relations with you.