

Duties to provide information according to GDPR

Data protection and the protection of your personal data is of prime importance to us. We should like to inform you as follows about the processing of your personal data on our Internet site and at our company. Your personal data is processed in accordance with the provisions of Germany's new Federal Data Protection Act (BDSG new version) in force as of 25.05.2018 and the General Data Protection Regulation (GDPR), likewise in force as of 25.05.2018.

Name and address of controller

Ruwac Industriesauger GmbH, Westhoyeler Str. 25, D-49328 Melle
represented by the General Managers: Axel Runge, Thomas Runge
Tel.: 05226 - 98300, e-mail: ruwac(at)ruwac.de

Contact data of data protection officer

Detlef Breuker, c/o C&S Consulting, An der Blanken Mühle 17, D-49328 Melle
E-mail: info(at)datenschutz-os.de

Processing of personal data at our company

We process personal data which we receive from you in the framework of requests for information, enquiries, business development, contract processing, online orders or our business relationship. We additionally process personal data, where required for contract performance, which we have lawfully received from other companies or other third parties (e.g. to fulfil orders or perform contracts or on the basis of consent given by yourself). Relevant personal data includes particulars such as your name, address and other contact details. It may also involve order data, data from compliance with our contractual obligations, advertising and sales data, documentation data and other data comparable with the categories given.

1. Purposes and legal basis for processing

The purposes of processing primarily depend on the service you have either requested or enquired about.

1.1. Processing is necessary for the performance of a contract or implementation of precontractual measures (Art. 6 para. 1 sub-para. b GDPR).

- The processing of personal data is carried out in order to render and facilitate commercial transactions, in particular to execute our contracts with yourselves or precontractual measures and to fulfil your orders, and additionally, to deal with enquiries or orders with usage of our web shop.

1.2. Processing is subject to the evaluation and balancing of interests (Art. 6 para. 1 sub-para. f GDPR). Processing of your data by ourselves will go beyond actual execution of the contract where necessary to safeguard legitimate interests of either ourselves or third parties

- Exchange of data with credit agencies (SCHUFA, Creditreform) to establish default and creditworthiness risks
- Advertising or market and opinion research where you have not objected to usage of your data
- Handling of enquiries and requests for information
- Assertion of legal claims and defence with litigious disputes
- Guarantee of IT security
- Prevention and investigation of criminal offences
- Measures for business management and further development of services and products.

1.3. You have given your consent to the processing of personal data relating to yourself for one or more specific purposes (Art. 6 para. 1 sub-para. a GDPR).

- Where you have given us consent to process personal data for specific purposes (e.g. advertising, mailing of newsletters, publication of photographs and/or personal data), the lawfulness of such processing is based here on your consent.
- Where consent is given, it can be revoked at any time. This also applies to the revocation of declarations of consent which were made vis-à-vis ourselves before GDPR came into force, i.e. prior to 25 May 2018.
- Revocation shall apply only with future effect. Processing operations which were performed prior to revocation are not affected here.

1.4. Processing is necessary to comply with a legal obligation to which we are subject (Art. 6 para. 1 sub-para. c GDPR).

- As a company we are subject to various legal obligations in the framework of our control and reporting duties according to fiscal and social security legislation. Further requirements may ensue from the German Act on the Severely Disabled, on the part of the institutions for statutory accident insurance and prevention, the prevention of fraud and money laundering, compliance with the provisions of the EU anti-terror regulation, etc.

2. Recipients or categories of recipients of the data (where transfer of data takes place)

2.1. Within the company the departments which need your data to comply with our contractual and legal obligations are supplied with this information. Processors (Art. 28 DS-GVO) deployed by ourselves may receive data for such specified purposes. This includes companies in the categories of credit management, IT and printing services, telecommunications and consulting, as well as sales and marketing.

2.2. Outside the company your data may be given to companies which require it to ensure compliance with our contractual obligations. In these circumstances, the recipients of personal data may include, e.g.:

- Accountants, auditors, consultants
- Lawyers (disputes, debt collection, etc.)
- Technicians/skilled tradespersons (maintenance, repair)
- Transport and logistics companies
- Debt collectors
- Banks/savings banks
- Credit agencies (SCHUFA, Creditreform)

3. Storage period or criteria for determining this period

Where necessary, we process and store your personal data for the duration of our business relationship, possibly also comprising preparation for and handling of a contract. We are furthermore subject to various obligations of retention and documentation, which above all ensue from the German Commercial Code (HGB) and the German Fiscal Code (AO). The periods of retention and documentation specified in these provisions are between six and ten years.

Ultimately, the storage period is also assessed according to the statutory limitation periods, which are generally 3 years, e.g. pursuant to Section 195 et seq. of the German Civil Code (BGB). However, with a need to preserve evidence, for instance in the framework of judicial procedures, the limitation periods of BGB may be up to 30 years with the existence of a court decision.

After the contractual relationship ends, the data is erased on expiry of the legal obligations of retention.

Where the purpose for storage of the data no longer applies, personal data will be blocked or erased unless subject to legal obligations of data retention.

4. Information about the rights of data subjects

Under GDPR every data subject holds the following rights to data protection:

- Right to access acc. to Art. 15 GDPR
- Right to the rectification of incorrect data acc. to Art. 16 GDPR
- Right to erasure acc. to Art. 17 GDPR
- Right to restriction of processing acc. to Art. 18 GDPR
- Right to data portability acc. to Art. 20 GDPR
- Right to object acc. to Art. 21 GDPR

If you wish to exercise your above rights and revoke any consent you have given, please contact the above department.

You have the right to lodge a complaint with a supervisory authority. You can assert this right with a supervisory authority in the Member State of your habitual residence, place of work or place of the alleged infringement. Before contacting the competent supervisory authority with a complaint, please be so kind as to clarify the matter with our data protection officer.

5. Planned transfer of data to third countries

No transfer of data to third countries takes place at present, nor is any planned in future.

6. Voluntary and obligatory provision of personal data

In the framework of our business relationship it is necessary to provide personal data which is required in order to embark on and to maintain a business relationship and to comply with the associated contractual obligations or which we are obliged to collect according to the statutory provisions. Without this data we are not able to conclude or perform a contract.

7. Automated decision-making including profiling

In no cases do we employ automated decision-making as defined in Art. 22 GDPR to establish and maintain business relationships.