# Information according to Art. 13 / Art. 14 GDPR on the processing of your data and your rights under the EU General Data Protection Regulation

With this information we are informing you about how your personal data is processed and your rights under data protection law. The specific data processed and how it is used depends largely on the services provided and agreed upon.

**Data controller and contacting the Data Protection Officer:**

Data controller:

**Herrenknecht AG**
Schlehenweg 2
77963 Schwanau, Germany
Contact: info@herrenknecht.de

You can reach our **Data Protection Officer** at: datenschutz@herrenknecht.de

**What data do we use and where do we get this data?**

We process personal data that we receive from you in the course of our business development or ongoing business relationship. In addition, we process - to the extent necessary - personal data that we have received from third parties (e.g. credit reference agencies) or based on your consent. We also process personal data which we may legitimately process from publicly available sources (e.g. Commercial Register, press, media).

Relevant personal data are master data such as first name, last name, address and communication data (e.g. telephone number, mobile phone number, email address). In addition, this may also include e.g. pre-contractual business initiation data, contract and order data, supply and delivery data as well as creditworthiness data.

**What are we processing your data for (processing purposes) and on what legal basis is this done?**

We process personal data in compliance with the EU General Data Protection Regulation (GDPR) and all other relevant laws:

1) For the fulfillment of contractual obligations (Article 6 (1b) GDPR)
The processing of personal data (Article 4 No. 2 GDPR) takes place, for example, for the processing of orders, quotations and pre-contractual measures, provision of services, invoicing and delivery of goods. The purpose of the processing is primarily based on the service to be provided by us.

2) In the context of the balancing of interests (Article 6 (1f)GDPR)
Where necessary, we also process your data to safeguard our legitimate interests or those of third parties. This may be the case, for example:

- for the provision of IT security and IT operations, including testing
- for the prevention and investigation of criminal offenses
- for statistical purposes
- for credit checks at credit reference agencies
- for the purpose of advertising

**If we process your data in order to safeguard legitimate interests, you may object to this processing if your particular situation gives rise to reasons that speak against the processing of the data.**

**Right of objection – Direct marketing:**
**You have the right to object to the processing of your personal data for direct marketing purposes.**

3) On the basis of your consent (Article 6 (1a) GDPR, Article 9 (2a) in conjunction with Article 7 GDPR) Insofar as you consent to the processing of personal data for specific purposes (such as receiving a newsletter), the lawfulness of such processing is based on your consent. Consent once given can be revoked at any time. It should be noted that the revocation is effective for the future. Processing carried out prior to this revocation remains unaffected.

4) Processing on the basis of legal requirements (Article 6 (1c) GDPR)
It may happen that we process your personal data in order to fulfill legal obligations. These include e.g. commercial and tax retention periods and, if necessary, information to authorities.

**Who is the data shared with (categories of recipients)?**

Data processing within the company:

We have bundled certain data processing operations within our company. These are handled centrally by specialized departments. In this case your data can be processed e.g. for telephone support or billing.

External contractors and service providers (processors):

To fulfill our obligations and for the fulfillment of the contract, we sometimes use external contractors and service providers. These may include e.g. shredders, print service providers, logistics or IT service providers.

Other recipients:

In addition, data may go to recipients to whom we are required to disclose it on the basis of legal obligations (such as law enforcement agencies and courts).

**Duration of data retention:**

To the extent necessary, we process and store your personal data for the duration of our business relationship. This includes the initiation and execution of a contract or order. In addition, we are subject to various retention requirements arising e.g. from the Commercial Code. Finally, the retention period also follows the statutory limitation periods, which can generally amount to 3 years but also up to 30 years.

**Data transfer to third countries:**

A transfer of data to third countries (states outside 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 only in compliance with the prescribed data protection requirements.

**Rights of data subjects:**

You can request information about the data stored about you via the contact details provided above (Article 15 GDPR). In addition, under certain conditions, you may request the rectification or erasure of your data (Articles 16 and 17 GDPR). You have the right to restrict the processing of your personal data (Article 18 GDPR). In addition, you have the right to have the data provided by you made available to you in a structured, common machine-readable format (Article 20 GDPR).

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

In the business development phase or in the course of an ongoing business relationship with us you generally only need to provide the information we need to establish, implement or terminate this relationship. Without the provision of the required data, we may have to reject the establishment of a business relationship or may not be able to implement it or may even have to end the relationship.

**Right to lodge a complaint:**

If you wish to make a complaint, you can contact the Data Protection Officer referred to above or the competent data protection supervisory authority.

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