

## Privacy policy **plus** information for data subjects as defined in Article 13 and Article 14 of the EU General Data Protection Regulation

### General information

Information about the responsible organisation

Company:	Engelhardt-Druck GmbH
Legal representative:	Peter Schneider and Axel Schucht
Address:	Anton-Jaumann-Industriepark 1, 86720 Nördlingen
Contact details of data protection officer:	datenschutz@engelhardt-etikett.de

### General data processing information

#### *Affected data:*

Personal data is only collected if you voluntarily provide us with this information. No other personal data will be collected. Your personal data will not be processed beyond the scope of the statutory permissions without your express consent.

Purpose of the processing:	Contract implementation.
Categories of recipient:	Public bodies if there are overriding statutory requirements. External service providers or other contractors. Other external bodies if the data subject has given their consent or if provision of the data is permitted due to overriding interests.
Transfers to third countries:	Processors outside the European Union may also be used in the course of contract implementation.
Data retention period:	The data retention period is based on the statutory obligations to preserve records and is generally 10 years.

### Information about other data processing methods

#### *Specific information about the processing of data of customers / potential customers*

Affected data:	Data communicated for contract implementation; any further data for processing on the basis of your express consent.
Purpose of the processing:	Contract implementation, including quotations, orders, sales and invoicing, quality assurance

Categories of recipient:	Public bodies if there are overriding statutory requirements  External service providers or other contractors, including for data processing and hosting, for shipping, transportation and logistics, service providers for printing and sending information and call centres  Other external bodies if the data subject has given their consent or if provision of the data is permitted due to overriding interests, including for credit checks for buying on account, for sending information electronically, for quality assurance purposes
Transfers to third countries:	Processors outside the European Union may also be used in the course of contract implementation (there are currently none)
Data retention period:	The data retention period is based on the statutory obligations to preserve records and is generally 10 years.

#### ***Specific information about the processing of data of employees***

Affected data:	Data communicated for contract implementation; any further data for processing on the basis of your express consent.
Purpose of the processing:	Contract implementation in the course of the employment relationship
Categories of recipient:	Public bodies if there are overriding statutory requirements, including tax authorities, social insurance agencies, employer's liability insurance association  External service providers or other contractors, including for data processing and hosting, for payroll accounting, for travel expense accounting, for insurance services.  Other external bodies if the data subject has given their consent or if provision of the data is permitted due to overriding interests, including for order acquisition, for insurance services.
Transfers to third countries:	Processors outside the European Union may also be used in the course of contract implementation (there are currently none)
Data retention period:	The data retention period is based on the statutory obligations to preserve records and is generally 10 years.

#### ***Specific information about the processing of data of suppliers***

Affected data:	Data communicated for contract implementation; any further data for processing on the basis of your express consent.
Purpose of the processing:	Contract implementation, including enquiries, purchasing, quality assurance

Categories of recipient:	Public bodies if there are overriding statutory requirements, including tax authorities, customs  External service providers or other contractors, including for data processing and hosting, bookkeeping, payment processing  Other external bodies if the data subject has given their consent or if provision of the data is permitted due to overriding interests.
Transfers to third countries:	Processors outside the European Union may also be used in the course of contract implementation (there are currently none)
Data retention period:	The data retention period is based on the statutory obligations to preserve records and is generally 10 years.

#### **Other information and contacts**

In addition, you can at any time exercise your right to information, correction or deletion or to restriction of the processing or assertion of your right to object to the processing and the right to data portability. You can contact us here by e-mail or letter: <http://www.engelhardt-etikett.de/top-pages/impressum>. You also have the right to take complaints to the data protection authorities.

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