

# **Sec. 13 and 14 GDPR information obligation for customers, interested parties and suppliers**

## Data processor

Name and contact details of the responsible person:

Energy Solutions GmbH  
Glasewitzer Chausse 18  
18273 Güstrow  
Germany  
Phone: +49 1516 4019 515  
Email: info@gtc-energy.com

Name and contact details of the data protection officer:

Ms. Christina Ulrich  
Energy Solutions GmbH  
Glasewitzer Chausse 18  
18273 Güstrow  
Germany  
Phone: +49 1516 4019 515  
Email: info@gtc-energy.com

# Processing framework

Purpose and legal basis for processing Sec. 6 (1) (a) (b) (f) GDPR

## Data from customers, interested parties and suppliers

We collect, process and use personal data for contractual and pre-contractual relationship (e. g. to generate quotations, to process enquiries), for the fulfilment of contractual obligations (order and payment processing and invoicing), for the delivery of goods and services (Sec. 6 (1) (b) GDPR), as well as to retain business contacts, to inform business partner about new products and services (Sec. 6 (1) (f), to perform customer satisfaction surveys (Sec. 6 (1) (a) GDPR). Furthermore, there is a legal obligation for processing personal data (e. g. due to legal requirements for taxes), (Sec. 6 (1) (c) GDPR).

## Categories of personal data, which is processed:

Suppliers, customers and interested parties (address and functional data) and contacts to the groups mentioned below also insofar as these are legal entities.

Main data categories:

- Name
- Address
- Contact data of contact persons in the company (first name, surname, position, function)
- Communication data (landline number, mobile number, e-mail address, fax number)
- Customer number, order details and delivery details for business approaches
- Order data, contract data
- Account data, payment details (bank details)

## Origin (source) of the data

The data stored was collected as part of our contractual relationship, as well as individual orders or arose as part of the business relationship and business approaches. The storage of data takes place to satisfy and process the orders awarded to us as well as the documentation and archiving obligations under commercial and tax law. Recording from signatures from emails and documents. The processing of your data insofar takes place on the basis of Sec. 6 (1) (f) GDPR.

# Recipients (categories) of personal data

**Public bodies**, which receive data on the basis of statutory provisions (financial authorities, customs office).

**Internal bodies**, which are involved with carrying out the relevant business processes (bookkeeping, accounting, marketing, sales, shipping, purchase, quality management, development, telecommunications and EDP).

**External bodies** (contractual partners) insofar as required to satisfy the contract.

External contractors (service companies) in accordance with Sec. 28 GDPR to carry out processing of the data on our instructions. These are:

- IT services (web agency, hosting provider of our website, service provider for tax and public accountant)
- E-mailing provider for customer information
- Provider for customer surveys

**Other external bodies**, group companies or other external bodies to satisfy the above-mentioned purposes, insofar as the person concerned has given his written consent, this is necessary to satisfy the contract or a transmission is permitted on the grounds of an overriding justified interest:

- Credit institutes for supplier invoices
- Tax accountant/public accountant
- Credit investigation company
- Law office

## Transmission in third countries

**There will be no transmission in third countries!**

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# Duration of storage / deletion

10 years	Annual accounts, opening balance sheets, trading and business books, records, work instructions, organisational documentation, invoices and accounting records (Commercial Code (HGB), Tax Code (AO), Income Tax Act (EstG), Corporate Tax Act (KStG), Trade Tax Act (GewStG), VAT Act (UstG), Stock Corporation Act (AktG), Limited Liabilities Companies Act (GmbHG), Cooperative Societies Act (GenG))
6 years	Commercial and business letters and other documentation (Commercial Code (HGB), German Civil Code (BGB))
30 years	Enforceable title

## The data will be deleted according to Sec. 17 GDPR:

- If the data storage is no longer necessary
- If the person concerned revoke the consent for data processing
- If the data was collected and processed unlawfully
- If a legal obligation for deletion take effect according to EU or national legislation

## Restriction of processing according to Sec. 18

If deletion in the event of non-automated data processing owing to the special nature of the storage is not possible or only with a disproportionate amount of time/effort and if the interest of the person concerned in the deletion is minimal, there is no right of the person concerned and the obligation of the responsible person to delete personal data in accordance with Sec. 17 (1) of the Regulation (EU) 2016/679 supplementary to the exceptions mentioned in Sec. 17 (3) of the Regulation (EU) 2016/679. In this case instead of a deletion, there will be a restriction of processing in accordance with Sec. 18 of the Regulation (EU) 2016/679. Clauses 1 and 2 are not applied if the personal data has been processed unlawfully.

# Rights of the person concerned

You have the right to:

- get information concerning the data stored in relation to your person (Sec. 15 GDPR). Especially, you can request information about the purpose of processing, the categories of personal data, the categories of recipients who received or will receive your data, the storage duration, right to the correction, deletion, restriction of processing or contradiction, right to appeal, information about the origin source of your personal data, if your data was not collected from us and if there is an automated decision making, including profiling and, if necessary, to get significant information on details.
- correction, if wrong personal data is processed.
- deletion and restriction as well as contradiction against the data processing (Sec. 17, 18, 21 GDPR).

- data transmission (Sec. 20 GDPR), to get your personal data in a conventional, structured and machine-readable format or the transmission to another responsible person.
- revocation of consent (Sec. 7 (3) GDPR). As a result of this, we stop the data processing that was based on your consent. Right of appeal to the supervisory authority (Sec. 77 GDPR).

## Withdrawal of consent

Every person concerned has the right within the meaning of Sec. 6 (1) lit. a or Sec. 9 (2) lit. a to withdraw individual or all the consents, which have been granted e. g. to satisfy a contract, at any time and without any disadvantage for himself, without this affecting the legality of the processing carried out on the basis of the consent until the withdrawal.

**Please send the withdrawal of consent in writing to:**

Energy Solutions GmbH  
Datenschutzbeauftragter  
Glasewitzer Chaussee 18  
18273 Güstrow / Germany  
Phone: +49 1516 4019 515  
Email: [info@gtc-energy.com](mailto:info@gtc-energy.com)

## Automated decision-making and profiling

**No** automated procedures for decision-making in accordance with Sec. 22 GDPR or other profiling measures in accordance with Sec. 4 GDPR will be used.

### Validity and modification of this information obligation in accordance with Sec. 13 and 14 GDPR

This information obligation on data privacy is currently valid and is dated October 2018.

Among other things due to changes in the legal regulations or rather official specifications it may be necessary to modify this information. You can find and print out the current information obligation on data privacy on our website [www.gtc-energy.com/data-privacy](http://www.gtc-energy.com/data-privacy) at any time.