With this document, Lindal Group Holding GmbH informs the contact persons at their customers (hereinafter the "data subjects") about the processing of their personal data and about their data protection rights.

1. **Controller and Data Protection Officer**

The controller for data processing within the meaning of the data protection laws and the contact person for exercising the rights of the data subjects (information, deletion, etc.) is the:

Lindal Group Holding GmbH

Neuer Dovenhof Brandswiete 1

20457 Hamburg

Phone: (+49) 40 200075 100

E-mail: [dataprotection@lindalgroup.com](mailto:dataprotection@lindalgroup.com)

For all questions related to the processing of personal data and the exercise of data subject rights in accordance with the General Data Protection Regulation (GDPR), our data protection officer is available to data subjects under the following contact details while maintaining confidentiality:

Dr. Gregor Scheja

Scheja and Partner Attorneys at Law mbB

Adenauerallee 136

53113 Bonn

Contact via <https://www.scheja-partner.de/en/contact/contact.html>

Website: <https://www.scheja-partner.de/en/>

1. **Purposes and legal bases of data processing**

Below you will find an overview of the purposes and legal bases for processing your personal data in the context of cooperation and correspondence with you or your company.

**2.1 Preparation and implementation of our business relationship**

Data processing is mainly carried out on the basis of Article 6 (1) (b) GDPR for the performance of a contract. In this respect, we process those personal data that are necessary for the preparation and implementation of our business relationship with you or your company. Without this data, we would not be able to cooperate with you or your company.

The purposes depend on the specific contract and may include:

* Correspondence with you as a contact person in the context of the cooperation with you or your company;
* Accounting and bookkeeping;
* the preparation and processing of offers;
* the processing of concluded contracts;
* the maintenance of customer master data;
* the support and service before, during and after the business relationship with you;

Further details on the purposes of processing your data may result from our business relationship with you or your company.

We delete your data when it is no longer necessary for the purposes we pursue in preparing and executing a contract and no other legal basis prescribes and/or legitimizes continued processing. If the latter applies, we delete your data when the applicability of this other legal basis ceases.

* 1. **Fulfilment of legal obligations**

The processing of your data may also be based on Article 6 (1) (c) GDPR, namely if we are obliged to process your data due to a legal obligation. Such obligations may arise, for example, from commercial, tax, money laundering and financial law. The purposes of the processing result from the respective legal obligation; the processing usually serves the purpose of fulfilling governmental control and information obligations.

In this case, we delete your data after the applicability of the relevant legal obligation has ceased, unless another legal basis requires and/or legitimizes continued processing. If the latter applies, we delete your data when the applicability of this other legal basis ceases.

* 1. **Processing necessary for the purposes of legitimate interests**

We may also process your personal data to protect our legitimate interests or the legitimate interests of third parties. The following purposes may be pursued in this respect:

* Financial control and reporting;
* Responding to non-contract-related concerns;
* Invitation to events, in particular customer information events

Such data processing based on a balancing of interests is carried out on the basis of Article 6 (1) (f) GDPR, whereby we always refer you to the legitimate interests pursued by us in this respect.

We delete your data in the event of a balancing of interests underlying the processing if it is no longer necessary for the purposes pursued, unless another legal basis requires and/or legitimizes continued processing. If the latter applies, we will delete your data when the applicability of this other legal basis ceases.

1. **Recipients of personal data**

Internal recipients: Only those persons have access to your personal data who need it to fulfil the purposes named in section 2. At our company, these are in particular the employees responsible for you or your company in customer service, accounting, bookkeeping, controlling, internal auditing, sales and the marketing department.

External recipients: we only pass on your personal data to external recipients if this is necessary to process our business relationship, if there is another legal permission/obligation or if we have your consent for this.

External recipients may be:

**a) Processors**

External service providers that we use to provide services, for example in areas of our technical infrastructure. These processors are carefully selected and regularly reviewed by us to ensure that the legal requirements of data protection law are also complied with by these service providers. The service providers may only use the data provided by us for the purposes specified by us.

**b) Public authorities**

Authorities and government institutions, such as tax authorities, to which we must transfer personal data for legally compelling reasons.

**c) Other bodies**

Under certain circumstances, other bodies may also have access to your personal data within the framework of data protection requirements, such as management consultants, cooperation partners or auxiliary persons. In this respect, the confidentiality required by law is guaranteed.

1. **Data processing in third countries**

If data is transferred to entities whose registered office or place of data processing is not located in a member state of the European Union or in another state party to the Agreement on the European Economic Area, we will ensure prior to the transfer that, outside of exceptional cases permitted by law, either an adequate level of data protection exists at the recipient (e.g., through an adequacy decision by the European Commission, appropriate guarantees or the agreement of so-called EU standard data protection clauses of the European Commission with the recipient) or your explicit consent has been obtained.

You can obtain from us an overview of potential recipients in third countries and a copy of any protective measures taken in this respect. Please use the information in section 1 for this purpose.

1. **Sources and categories of data in case of third party collection**

Where applicable, we process not only personal data that we have received directly from you, but also from third parties. Below you will find an overview of the corresponding (third-party) sources and the data categories involved in this respect:

* Provision of your contact data by your company
* Collection of your contact data from publicly accessible sources, such as the Internet

1. **Automated decision making and profiling**

We do not use automated decision-making or profiling processes.

1. **Rights of Data Subjects**

As a data subject, you have various rights. In detail:

**Right to access:** You have the right to obtain information about the data we have processed about you.

**Right of rectification and erasure:** You may request us to correct incorrect data and - insofar as the legal requirements are met - to delete your data.

**Restriction of processing:** You may request us - insofar as the legal requirements are met - to restrict the processing of your data.

**Data portability:** If you have provided us with data on the basis of a contract or consent, you may - if the legal requirements are met - request that we provide you with the data you have provided in a structured, common and machine-readable format or that we transfer it directly to another company at your request.

**Withdraw of consent:** If you have given us consent to process your data, you may withdraw this consent at any time with effect for the future. The lawfulness of the processing of your data until the revocation remains unaffected.

**Right to complain to the supervisory authority:** You can also file a complaint with the competent supervisory authority if you believe that the processing of your data violates applicable law. To do so, you can contact the data protection authority responsible for your place of residence or country or the data protection authority responsible for us.

**Contacting us and exercising your rights:** You can contact us free of charge if you have any questions about the processing of your personal data, your data subject rights and any consent you may have given. To exercise any of your previously mentioned rights, please contact us at dataprotection@lindalgroup.com or by mail at the address provided in section 1 above. In doing so, please ensure that we are able to clearly identify you. When revoking consent, you may also choose the contact channel you used when giving consent.

**Objection to data processing on the legal basis of "legitimate interest":** You have the right to object to data processing by us at any time for reasons arising from your particular situation, insofar as this is based on the legal basis of "legitimate interest". If you exercise your right to object, we will stop processing your data unless we can demonstrate - in accordance with the legal requirements - compelling legitimate grounds for further processing that override your rights.

We currently process your data based on a balance of interests for the following purposes:

* Financial control and reporting;
* Processing of non-contract-related inquiries;
* Invitation to events, in particular customer information events

Version 18.12.2023