

## Notes on Data Processing

(Version 02/04.2022)

1. Name and contact data of the person responsible for data processing and of the company data protection officer

The following data protection notices apply to the data processing by:

Responsible for data protection:  
Carpegen GmbH (hereinafter: Carpegen)  
Mendelstraße 11  
48149 Münster (Germany)  
Email: [info@carpegen.de](mailto:info@carpegen.de)  
Phone: +49 (0)251 - 9802320  
Fax: +49 (0)251 - 9802321

The data protection officer for Carpegen is available via the following contact data:

Yvonne Schoepe  
Carpegen GmbH  
Mendelstr. 11  
48149 Münster  
E-Mail: [service@carpegen.de](mailto:service@carpegen.de)  
Tel: +49 (0)251 – 980 23 20

2. Collection and storage of personal data as well as type and purpose of their use

When you place an order with us, we would collect the following data:

- Title, 1st name, last name,
- Your valid email address,
- Address,
- Phone number (fixed network and/or mobile phone)
- Information necessary to execute your order

We will collect such data for the following purposes:

- so that we can identify you as our customer
- in order to be able to advise you and execute your order adequately
- for communication purposes
- for invoicing purposes
- for the handling of possible liability claims and the assertion of possible claims against you

The processing of data is made upon your request and is required pursuant to art. 6, paragraph 1 S. lit. b GDPR (General Data Protection Regulation) for an adequate processing of your orders and for the mutual fulfilment of obligations arising from the contractual relationship for the aforementioned purposes. The personal data that we collect for the purposes of the order placement will be stored until the expiry of the legal retention obligation (10 years from the end of the calendar year during which the order was completed), before it will be erased unless we are obliged to store such data over a longer period of time on the basis of commercial and tax-law regulations regarding the retention and documentation obligations (ex HGB, StGB or AO) or if you have given your consent to a storage time exceeding the provisions of art. 6, paragraph 1 S. lit. a GDPR.

### 3. Disclosure of data to third parties

Your person-related data will not be transmitted to any third parties for purposes other than the below listed purposes.

To the extent required by art. 6, paragraph 1 S. lit. b GDPR for the processing of orders, your personal data will be transmitted to third parties. This includes in particular the transmission to lawyers, tax advisors, etc. Data so transmitted must be used by such third parties for the above mentioned purposes exclusively.

Professional confidentiality shall not be affected thereby. Insofar as such data is subject to professional confidentiality, it shall be transmitted to third parties only with your prior consent.

### 4. Data subjects' rights

You shall be entitled:

- at any time to revoke towards us your consent given pursuant to art. 7, paragraph 3 GDPR. As a result, we will no longer be allowed to continue processing your data subject to such consent;
- to request information about person-related data processed by us, pursuant to art. 15 GDPR. In particular, you can request information about the purposes of data processing, the category of person-related information, the category of receivers towards which your data have been or will be disclosed, the scheduled period of storage, the existence of a right to data correction, erasure, limitation to data processing or objection, the existence of a right to appeal, the origin of your data if not collected by us as well as the existence of an automated decision-making including profiling and significant information on the details regarding such information;
- to request the immediate correction of false person-related information stored by us or the completion of such information pursuant to art. 16 GDPR;
- pursuant to art. 17 GDPR to request the immediate erasure of information stored by us if the processing of such data is not required for the exertion of the right to freedom of expression and information, for the fulfilment of a legal obligation or on grounds of major public interest or for the enforcement, exercise or defence of legal claims;
- pursuant to art. 18 GDPR to request the restriction of processing your personal data when you contest the correctness of such data or when the processing of such data is illegal and when - at the same time - you refuse to have such data deleted and we no longer need such data while you still need such data for the purposes of enforcing, exercising or defending legal claims or if you have entered an objection against the processing of your data pursuant to art. 21 GDPR;
- pursuant to art. 20 GDPR to receive your person-related data that you provided to us in a structured, common and machine-readable format or to transmit such data to another responsible person;
- to file a complaint with a supervisory authority pursuant to art. 77 GDPR

### 5. Right of objection

If your personal data is processed on the grounds of justified interests pursuant to art. 6, paragraph 1 S. lit. f GDPR, you are entitled to file a complaint against the processing of your personal data pursuant to art. 21 GDPR insofar as there are reasons arising from your special individual situation.

Should you wish to exercise your right of objection, just send an email to [info@carpegen.de](mailto:info@carpegen.de).