

## **Information for suppliers and service providers on data protection and processing of personal data by imec Messtechnik GmbH (Art. 13 GDPR)**

### Purposes of processing & legal basis

imec Messtechnik GmbH collects and processes personal data:

- to solicit offers
- for making inquiries
- to initiate a business relationship
- to place orders / orders
- to fulfill the contract
- for invoice processing and for payment transactions

The legal basis for this is Article 6 (1) lit. b and Article 6 para. 1 lit. c GDPR:

- initiation of a contract / business relationship with the person concerned;  
Execution of pre-contractual measures
- fulfillment of an order / contract with the person concerned
- Fulfill statutory obligations arising from priority legislation

### Storage time

The duration of the storage of personal data depends on the legal deletion and retention periods:

- Bills: 10 years
- Electronic payments: 10 years
- Business and commercial letters, unless they are necessary for tax purposes: 6 years
- Communication: 10 years
- Contracts: 10 years

Personal data of data subjects are deleted as soon as they are no longer necessary for the purposes for which they were collected and if there are no legal obligations preventing their deletion. If, due to the special nature of the storage, it is technically impossible or only possible with disproportionate effort to delete the data, processing will be restricted instead of deletion and your data will no longer be used elsewhere (§ 35 BDSG 2017).

### Further processing, transfer and consequences of non-provisioning

We do not process your data for any purpose other than the above.

We only pass on data from suppliers and service providers if this is necessary in the course of priority legal regulations (eg tax authority). Disclosure may occur to our IT service providers as a result of their maintenance and administration activities. Furthermore, we provide documents in paper form for data protection compliant destruction to a document disposal company.

We collect from you only such data as mandatory information that is indispensable for the commissioning, the conclusion of a contract and the execution of a commissioned service. Further information is voluntary. Failure to provide mandatory information would result in us not being able to contract or contract with you.

### Rights of the persons concerned (Article 15 - Art. 22 GDPR)

According to the processing operations taking place at imec Messtechnik GmbH There are the following rights that you can exercise: You can inform us about your personal information processed by us Require data. Upon request, you will also receive a copy or a file from us Your data. You may also request that in the course of your right to data portability, we transfer the data you have stored with us to another person in charge to transfer. In addition, you have the right to make a correction of your data, one of us Deletion or limitation of processing. It also exists a right of withdrawal in the event of consent and the right of opposition Use of your data. For the exercise of these rights a simple letter is sufficient to the responsible office (imec Messtechnik GmbH, see address below).

### Right of appeal

Furthermore, we are legally obliged to also inform you that you have a If you find that your personal information is subject to appeal a person responsible is not processed in accordance with the law or that your rights in Inappropriate relationship with your personal information. Responsible for such complaints is the supervisory authority (country representative for data protection and Freedom of information Baden-Württemberg)..

For questions regarding the processing of your personal data by imec Messtechnik GmbH, we are at your disposal.

### Responsible Company:



imec Messtechnik GmbH  
Chief Executive Officer (CEO): Andreas Stoll  
Internal contact persons data protection: Marco Vogel, Marco Baur

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### Data protection officer of imec Messtechnik GmbH:



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