

**Obligation to provide information in accordance with art. 13 and art. 14 of the  
GDPR  
on the processing of data of existing and potential customers**

## **Processors of data**

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Name and contact data of the responsible people:

**ratioplast GmbH**

Spitalwaldstraße 9  
D-91126 Schwabach  
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E-mail: [ratioplast-gmbh@ratioplast-gmbh.de](mailto:ratioplast-gmbh@ratioplast-gmbh.de)  
[www.ratioplast-gmbh.de](http://www.ratioplast-gmbh.de)

Managing Director Barbara Sommer  
District court of Nuremberg HRB 4578

Sales tax ID DE 133 534 817

Name and contact data of the Data Protection Officer:

Ms Gisela Pöllinger  
Datenschutz Pöllinger GmbH  
Dresdner Str. 38  
D-92318 Neumarkt, Germany  
Tel.: 09181/2705770  
E-mail: [datenschutz@datenschutz-poellinger.de](mailto:datenschutz@datenschutz-poellinger.de)

## **Processing framework**

### **Purpose and legal basis for processing**

#### **Art. 6, paragraph 1, lit. a, b, f of the GDPR**

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**Data of existing / potential customers:** The collection, processing or use of personal data is carried out in order to fulfil the business purpose such as pre-contractual measures (e.g. for the preparation of offers, processing of inquiries) for the fulfilment of contractual obligations (ordering, order and payment processing, invoicing) to deliver goods and services (art. 6 (1) (b) EU GDPR) and to maintain business contact and to inform business partners about new products and services (paragraph 1 (f) of the GDPR). Furthermore, a legal obligation exists to process (e.g. due to tax regulations) (art. 6 paragraph 1 lit. c of the EU GDPR).

The categories of personal data that are processed:

**The main data categories are:**

- Name
- Address
- Company contact person information (first name, last name)
- Communication data (telephone number, mobile number, e-mail address, fax number)

- Customer number and order and delivery data for the purpose of initiation
- Order and contract data
- Invoicing and payment data (bank details)

## Origin (source) of the data

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The stored data were collected as part of our contractual relationship and for the preparation of contracts and individual orders or they were created as part of business relations and business initiation. The data are stored in order to fulfil and process both the orders placed with us as well as the commercial and tax legal documentation and archiving obligations. Collection from entries in the ERP system, signatures from e-mail and documents. The processing of your data is based on article 6 para. 1, lit. b,c,f of the EU GDPR..

## Recipients (categories) of personal data

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**Public bodies** which receive data under legal regulations::

Financial authorities

**Internal bodies** which are involved in the execution of the relevant business processes:

Management, administration, accounting, controlling, packaging, production, sales, shipping (logistics), purchasing, technology and IT.

**External agencies** (contract partners) where they are necessary for the fulfilment of the contract. External contractors (service companies) in accordance with art. 28 of the GDPR for the processing the data on our behalf.

External IT service providers, software providers, waste disposal companies, Google Analytics, website providers

**Other external bodies**, group-related companies or other external bodies for the purposes mentioned above, provided that the person concerned has given his written consent that this is necessary for the fulfilment of the contract or that a transmission of data is permitted for the overriding legitimate interest:

Banks, tax consultants, lawyers, customs authorities

## Forwarding to third countries

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**Personal data will fundamentally not be transferred outside the European Union.** In individual cases, such transmission shall only take place on the basis of an adequacy decision of the European Commission, standard contractual clauses, appropriate guarantees or your express consent.

## Duration of storage / deletion

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**In accordance with the legal retention period:**

10 years	annual financial statements, opening statements, commercial and business books, records, work instructions, Organizational documents, invoices and posting document (German Commercial Code [HGB], German Tax Code [AO], Income Tax Act [EstG], German Corporation Tax Act [KStG], Trade Tax Act [GewStG], Value Added Tax Act [UStG], German Stock Corporation Act [AktG], Act on Limited Liability Companies [GmbHG], German Cooperatives Act [GenG])
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6 years commercial and business letters as well as for other documents (German Commercial Code [HGB], German Civil Code [BGB])

30 years enforceable titles

**The following data shall also be deleted in accordance with Art. 17 of the GDPR if:**

- it is no longer necessary to save the data
- the person concerned has revoked his/her consent to data processing
- the data has been processed unlawfully
- there is a legal obligation to delete according to EU or national law

**Limitation of processing in accordance with article 18**

If deletion is not possible as is the case for non-automated data processing due to the special type of storage, or is only possible with disproportionate effort and the interest of the person concerned for deletion is considered to be low, the right of the person concerned and the duty of the person responsible for the deletion of personal data shall be considered not to exist in accordance with article 17(1) of the regulation (EU) 2016/679, in addition to the exceptions referred to in article 17(3) of regulation (EU) 2016/679. In such a case, the deletion is replaced by the restriction of processing in accordance with article 18 of regulation (EU) 2016/679.. Items 1 and 2 shall not apply if the personal data has been processed unlawfully.

## Rights of the person concerned

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- Information about the data stored about you personally (art. 15 of the GDPR). In particular, you may demand information on the processing purposes, the category of personal data, the categories of recipients to whom your data has been or will be disclosed, the planned period of storage, the existence of a right to correction, deletion, restriction of processing or objection, the existence of a right of appeal, the origin of your data, If they have not been collected by us, as well as the existence of an automated decision-making process including profiling and, if necessary, meaningful information on their details.
- Correction - Should incorrect personal data be processed (art. 16 of the GDPR),
- Deletion and restriction of and opposition to processing (art. 17, 18 and 21 of the GDPR).
- Right to data transmission (art. 20 of the GDPR) To obtain your personal data which you have provided us in a structured, common and machine-readable format or to request the transfer to another responsible person.
- Withdrawal of consent (art. 7 para. 3 of the GDPR). As a result, we are not allowed to continue processing data based on this consent for the future
- Right of complaint to the responsible supervisory authority (art. 77 of the GDPR).

## Right to objection

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Where your personal data is based on legitimate interests in accordance with art. 6 para. 1 p. 1 lit. f of the GDPR, you have the right, in accordance with art. 21 to object to the processing of your personal data if there are reasons for this which arise from your particular situation or if the objection is directed against direct marketing. In the latter case, you shall have a general right to objection which will be implemented by us without specifying a particular situation.

## Right to withdrawal of consent

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Each person concerned has, as defined in art. 6 para. 1 lit. a or art. 9 para. 2 lit. a, the right to revoke individual items or all consent granted, for example for the performance of the contract, at any time and without prejudice to himself/herself, without affecting the legality of the processing carried out on the basis of the consent until revocation.

**Please address the withdrawal of consent and any objection in writing to:**

**ratioplast GmbH**

Spitalwaldstraße 9  
D-91126 Schwabach

Email: [datenschutz@ratioplast-gmbh.de](mailto:datenschutz@ratioplast-gmbh.de)

## Automated decision making and profiling

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**No** automated procedures of decisions in accordance with art. 22 of the GDPR or other profiling measures as given in art. 4 No. of the GDPR shall be deployed.

Timeliness and change of this obligation to provide information shall be in accordance with art. 13 and art. 14 of the GDPR

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This obligation to provide information on data protection is currently valid and its status is as of August 2022.

This information may need to be changed due, among other things, to changes in legal or official requirements. The current duty to provide information on data protection can be called up and printed at any time by you on the website <https://www.ratioplast-gmbh.de/i/privacy>.

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