

## Data protection information for the internal processing of your data

and to make you aware of legal data protection obligations regarding information under the General Data Protection Regulation (GDPR), Art. 13, Paras 1 and 2 (direct collection) and GDPR Art. 14 Paras 1 and 2

In this Data Protection Declaration, we inform you of which personal information we collect and for which purposes we process this information at SITEC.

The Data Protection Declaration applies to all specified or identifiable natural persons (hereinafter "Data Subjects") having contact with SITEC who are not considered to be employees (see also the German Federal Information Privacy Act [*Bundesdatenschutzgesetz – BDSG*] Sec. 26 Para. 8).

In essence, this refers to the information of the following Data Subjects:

- Customers and prospective customers
- Suppliers and service providers

SITEC exclusively uses information that we have obtained from publicly accessible sources or in the context of a business contact with your company in a legally permissible context.

**Information and purposes not designated in this document require a separate information statement and/or consent depending on the legal basis. In this connection, please make note of the data protection declaration on our home page.**

### 1. Details of the Data Controller

The Data Controllers in the sense of the General Data Protection Regulation (GDPR) are:

- SITEC Industrietechnologie GmbH, Bornaer Strasse 192, 09114 Chemnitz
- SITEC Automation GmbH, Bornaer Str. 192, 09114 Chemnitz

hereinafter "SITEC"

Contact:

Email: [info@sitec-technology.de](mailto:info@sitec-technology.de)

Phone: +49 (0)371 4708.241

### 2. Information regarding the Data Protection Officer

Kerstin Hösel

Email: [Datenschutz@sitec-technology.de](mailto:Datenschutz@sitec-technology.de)

Phone: +49 (0)371 4708.254

### 3. Purpose of the processing of personal data and legal bases:

SITEC collects and processes the following personal data:

- General personal data:
  - Name and title, salutation
  - Business address
  - Business telephone number (landline and/or mobile), fax number if any, email address
- Other data:
  - Business account information
  - Details of requests and information
  - Details of orders, commissions and contracts
  - Invoicing and billing information

Sensitive data in accordance with GDPR Art. 9 is not processed.

SITEC ensures that the aforementioned data is processed exclusively for the following purposes in accordance with the legal bases cited below.

The key purpose is the handling of business processes, specifically including

- Fulfilment of contractual obligations to you
- Processing your requests, such as with regard to our products and services
- Carrying out necessary correspondence with you, including advice
- Processing invoicing and any reminders as well as processing incoming invoices
- Fulfilment of our legal obligations (also with respect to occupational safety)
- Performing assessments to derive measures for improving our business relationship with you
- Compliance with confidentiality obligations to our customers
- Implementation of measures related to permissible direct mailing

The legal bases for the processing of the purposes mentioned above are:  
GDPR Art. 6(1) letters b), c), d), f)

In addition, we would like to send you information about trade fairs, our (newly developed) products and services, as well as newsletters, company news and similar information (hereinafter “Marketing Information”). This requires your consent to the use of the personal data you made available (general personal data), without which we cannot send you any marketing information.

The legal basis for this processing is:  
GDPR Art. 6(1) letter a)

#### 4. Transmission of personal data

Your personal data is transmitted almost exclusively within the context of legal obligations to authorities and the like.

In addition, we sometimes use external processors who process your personal data on our behalf in order to provide marketing information, to respond to requests from customers and potential customers and to maintain software. We carefully select these processors and audit them periodically to ensure that your personal data is protected.

Legal basis for transmission:  
GDPR Art. 6(1) letter c)

GDPR Art. 28 Par. 1 or alternatively GDPR Art. 6 Par. 1 letter f) through our justified interest in business-related and technical use tied to the use of specialist processors, unless outweighed by your rights and interests in the privacy of your personal data.

#### 5. Erasure of personal data

As soon as we no longer need your personal data for the purposes for which it was collected or used in accordance with the sections above, we will promptly erase or anonymise that data. Exceptions occur in connection with statutory retention obligations.

#### 6. Your rights as data subjects

You have the following rights with respect to the processing of your personal data.

Please contact our **Data Protection Officer** in this respect:

- **Right to information** regarding personal data related to you (GDPR Art. 15)
- **Right to rectification** of incorrect personal data related to you (GDPR Art. 16)
- **Right to erasure** of personal data (GDPR Art. 17)
- **Right to the restriction of processing** of personal data (GDPR Art. 18)
- **Right to data portability** (GDPR Art. 20)
- **Right to object** to the processing of personal data (GDPR Art. 21), to the extent that processing takes place based on GDPR Art. 6 number 1 letter a) f) or for the purpose of direct mailing.
- **Right to appeal to the competent supervisory authority** (GDPR Art. 77)