

For Customers, Contract Partners and Interested Parties  
of the KAPP Service GmbH

## TRANSPARENCY AND INFORMATION OBLIGATIONS

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**in accordance with the EU General Data Protection Regulation (GDPR EU)**

### General information

This document contains information on how the KAPP Service GmbH processes your personal data and your rights under data protection law.

### Office in charge / Data privacy

Contact information:

KAPP Service GmbH

Callenberger Str. 52

96450 Coburg

Germany

Data protection contact:

[datenschutz@kapp-niles.com](mailto:datenschutz@kapp-niles.com)

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### Categories / Origin of data

As part of the contractual relationship and to initiate a contract, we process the following personal data:

#### For business customers:

- Contact data (e.g. first name/surname of the current and former contact person, as well as titles, company name and address of the customer (employer), telephone number with extension, mobile numbers, business and/or private email address)
- Professional data (e.g. role in firm, department)
- Where applicable, bank details (for a SEPA direct debit mandate, also the first name/surname of the account holder)
- Where applicable, preferred payment system and information on creditworthiness
- Where applicable, date of birth
- Where applicable, private address if the business partner has a home office

#### For private customers:

- Master data (title, first name and surname, post-nominal titles, where applicable, date of birth)
- Contact data (e.g. name and private address (where applicable floor, district, Federal state), mobile number, landline number, email address, fax number)
- Different delivery and billing addresses (e.g. name and address (where applicable floor, district, Federal state), where applicable telephone number, where applicable email address)
- Order history
- Where applicable, bank details (for a SEPA direct debit mandate, also the first name/surname of the account holder)
- Where applicable, preferred payment system and information on creditworthiness

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We generally obtain your personal data from you when a contract is initiated or during the ongoing contractual relationship. In exceptional cases, your personal data will also be collected from other sources, in certain circumstances. This includes warranted requests or searches for relevant information with credit agencies, in particular regarding creditworthiness

### Purposes and legal bases of data processing

Your personal data is processed in accordance with the provisions of the EU GDPR, the provisions of the German Data Protection Act (BDSG) (new) and all other applicable data privacy provisions.

Your personal data will be processed solely for the purpose of implementing pre-contractual measures (e.g. to create offers for products or services) and to fulfil contractual obligations (e.g. to provide our service or for order/purchase order/payment processing), (Art. 6 Para. 1 Letter b GDPR (EU), or if a legal obligation to process personal data exists (e.g. due to fiscal legislation) (Art. 6 Para. 1 Letter c GDPR (EU). Personal data was collated primarily for these purposes. Naturally your consent to data processing can also constitute an authorising provision under data protection law (Art. 6 Para. 1 Letter a GDPR EU). Before giving us your consent, we will explain the purpose of the data processing and inform you of your right to object (opt out) under Art. 7 Para. 3 GDPR (EU). If consent also relates to the processing of special categories of personal data according to Art. 9 GDPR (EU), we will explicitly inform you of such in advance.

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Your personal data will only be processed to investigate criminal offences under the prerequisites of Art. 10 GDPR (EU).

### Data storage period

As soon as your data is no longer required for the aforementioned purposes, or you have revoked your consent, we will delete your data. Data will only be retained beyond the contractual relationship in cases where we are legally obliged or authorised to do so. Legislation that requires us to retain your data can be found in the German Commercial Code or the German Revenue Code, for example. A resultant retention period may be up to ten years. We may be authorised to do so on the basis of our contract or according to Article 18 GDPR (EU), for example. Legal limitation periods must also be taken into account.

### Data recipients / recipient categories

Within our company, we ensure that your data is only received by those departments and persons that need it in order to fulfil our contractual and legal obligations.

In many cases, service providers may assist our specialist departments in performing their functions. The required data protection agreement has been signed by all service providers.

Where applicable, transfer to specific public bodies or authorities in certain cases prescribed by law, e.g. tax offices, also including law enforcement or customs authorities etc.

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### Rights of affected persons

Your rights as an affected person are regulated in Art. 15 - 22 GDPR (EU).

This includes:

- The right to information (Art. 15 EU GDPR),
- The right to correction (Art. 16 EU GDPR),
- The right to deletion (Art. 17 EU GDPR)
- The right to limit the processing of personal data (Art. 18 EU GDPR)
- The right to object to the processing of personal data (Art. 21 EU GDPR)
- The right to data portability (Art. 20 EU GDPR),

To assert these rights, please contact: z-per(a)kapp-niles.com. If we process your data in order to safeguard legitimate interests, you can object to this processing at any time for reasons stemming from your particular situation; this also applies to profiling based on these terms.

**We will then no longer process your personal data unless we are able to demonstrate compulsory and legitimate reasons which take precedence over your interests, rights and freedoms or demonstrate that the data is being processed in order to assert, exercise or defend legal claims. If we process your personal data for the purpose of direct advertising, you have the right to opt out of this data processing at any time without providing any reasons; this also applies to profiling where this is in conjunction with direct advertising. If you opt out of processing for the purpose of direct advertising, we will no longer use your personal data for this purpose.**

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### Right of appeal

You have the right of appeal through a data protection agency.

### Transfer to third countries / Intent to transfer data to third countries

Data is only transferred to third countries (outside the European Union or the European Economic Area) where this is required to implement a contractual obligation, legally mandated or you have given us your consent to do so.

As part of the application procedure, we pass on your personal data to group companies outside the European Economic Area: United States of America, China, Brazil. This guarantees compliance with the data privacy level.

### Obligation to provide data

To record or process a contractual relationship, you are obliged to provide certain personal data. This is essential for the establishment, implementation, and termination of the contractual relationship, and the fulfilment of the associated contractual and legal obligations. It is not possible to implement the contract unless you provide this data.

### Automated decision-making in individual cases

We do not use any purely automated processing procedures for making decisions.