

19.11.2018

## Data protection information for business partners

This data protection information for business partners provides you with all the information you need about the use of your personal data at RWK & Kuhlmann Küchen GmbH.

According to article 4, item 1 of the GDPR, your personal data includes all information that identifies or could identify you, in particular by means of an identifier such as a name, organisation or customer number linked to your person.

We have made this data protection information available for business partners ("**Information**") as the responsible authority for data processing, in order to inform our suppliers, customers and business partners (collectively referred to as "**business partners**"), as well as any employees that are connected to RWK & Kuhlmann Küchen GmbH, of how we process data.

### Scope:

This Information applies if you are an independent business partner of RWK & Kuhlmann Küchen GmbH (e.g. a trade partner, consultant, supplier) or are an employee of one of our business partners acting in a role associated with a partnership with RWK & Kuhlmann Küchen GmbH.

### Categories of personal data and data sources:

RWK & Kuhlmann Küchen GmbH processes the following types of personal data relating to your company and third parties (e.g. public authorities or resources):

- **Personal data relating to independent business partners:** Name, professional contact information, services or products offered, contract information, communication content (such as emails or business letters), payment information, invoicing details and business relationship history
- **Personal data relating to employees of our business partners:** Name, professional contact information, name of employee, title/position and communication content (such as emails or business letters)

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RWK & Kuhlmann Küchen GmbH  
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info@kuhlmannkueche.de  
www.kuhlmannkueche.de

Managing partners:  
Ralf Marohn

Company headquarters:  
Bad Oeynhausen, HRB 14393  
EU VAT no. DE 298 964 038  
Tax no. 324/5717/2158

Bank details:  
Volksbank Bad Oeynhausen — Herford eG.  
IBAN: DE68494900700434400300  
SWIFT — BIC: GENODEM1HFV  
BLZ 494 900 70  
Account 434 400 300

## Data processing purposes, legal basis and consequences:

Your personal data is used for the purposes of fulfilling the contractual relationship of the business partnership (including the fulfilment of contractual service obligations, invoice processing, communication, and regulatory compliance) for marketing and customer relationship management (CRM) activities and fraud prevention processes.

RWK & Kuhlmann Küchen GmbH processes data on the following legal basis:

- Fulfilment of the contractual relationship with the business partner (article 6, item b of the GDPR);
- Legitimate interest of RWK & Kuhlmann Küchen GmbH or third parties (e.g. governmental agencies or courts) (article 6, item f of the GDPR). Legitimate interest may include, in particular, exchange of information, marketing and CRM activities, fraud prevention, IT abuse, money laundering, whistle-blower operations, physical security, IT and network security, internal information or potential mergers and acquisitions
- Consent (article 6 item of GDPR);
- Fulfilment of legal requirements (article 6 item c of the GDPR);

The provision of personal data is required for the conclusion and or/execution of the business partner agreement and is provided voluntarily. However, if you do not provide this data, this may delay, disrupt, or render impossible business partner management and administrative processes.

## Recipient categories:

RWK & Kuhlmann Küchen GmbH may use service providers who offer IT and other administrative support (e.g. service providers who provide accounting support, IT hosting or maintenance support) who act as data processors. These service providers may have access to your personal data, if and insofar as this is required for the provision of these services.

RWK & Kuhlmann Küchen GmbH may also use your personal data to process information for operational management purposes, as well as for the management and analysis of customer relationships and interactions, and any related IT support.

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By implementing the relevant data transmission agreements and taking other measures to protect data, we have assured that RWK & Kuhlmann Küchen GmbH provides an appropriate level of data protection.

Only persons who require your personal data in order to carry out their professional activities will be granted access.

RWK & Kuhlmann Küchen GmbH may share your personal data if this is required by government agencies, courts, external authorities or similar third parties.

### Data retention period:

Personal data is stored for as long as it is required by RWK & Kuhlmann Küchen GmbH and our service providers in order to fulfil our obligations. The data will be stored for as long as required for the the purposes it was collected in accordance with the applicable data protection law. Once RWK & Kuhlmann Küchen GmbH no longer requires the data in order to meet contractual or statutory obligations, the data is removed from our system and records and/or measures will be taken to ensure that your personal data is duly anonymised so that you can no longer be identified with the data, unless RWK & Kuhlmann Küchen GmbH is under statutory or supervisory obligation to retain this data. Some examples of these obligations include statutory retention periods under commercial and tax laws, which are usually between 6 and 10 years, or obligations to provide evidence under the statute of limitations, which usually applies for a period of three years, but in certain cases may apply for up to 30 years.

### Your rights:

If you have provided your consent for certain processing activities to be carried out, you may revoke this consent at any time with future effect. This revocation will not affect any prior data processing.

In accordance with applicable data protection laws, you have the right:

- a) to access your personal data;
  - b) to amend or correct your personal data;
  - c) to request the deletion of your personal data;
  - d) to require restrictions on the processing of your personal data;
  - e) to request the transfer of your personal data;
  - f) to revoke your consent for your personal data to be processed. Please note that all of the above rights may be restricted by national law.
- a) Right of access: You have the right to obtain our confirmation as to whether or not your personal data is processed by us and to request access to this data. You may request information, among other things, on

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the processing purposes, categories of personal data, categories of data subject and categories of data recipient. This, however, is not an unconditional right and the interests of other persons may restrict your rights. You have the right to obtain a copy of any of your personal data that has been processed.

For any further copies of the data you request, we have the right to charge a reasonable fee for any administrative costs incurred.

- b) Right to rectification: You have the right to obtain from us the rectification of any inaccurate personal data concerning you. Depending on the processing purpose, you have the right to complete any incomplete personal data by means of an additional statement.
- c) Right to erasure (right to be forgotten): Under certain circumstances, you have the right to the erasure of any personal data concerning you.
- d) Right to restriction of processing: Under certain circumstances, you have the right to obtain from us the restriction of any personal data concerning you. Under these circumstances, the data in question will be marked and only processed for certain purposes.
- e) Right to data portability: Under certain circumstances, you have the right to obtain any personal data concerning you in a structured, commonly used and machine-readable format. You also have the right to transmit this data to another company.

In order to exercise your rights, contact us at the address provided in the 'Queries' section.

You also have the right to lodge a complaint with the competent supervisory authority.

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#### **Right to object in accordance with article 21 of the GDPR**

The data subject shall have the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her which is based on point (e) or (f) of Article 6 (1), including profiling based on those provisions.

As RWK & Kuhlmann Küchen GmbH primarily uses processes your personal data for the purposes of the contractual relationship with you, RWK & Kuhlmann Küchen GmbH has a legitimate interest in processing your data, which overrides any request you may make for restriction.

In order to exercise your rights, contact us at the address provided in the 'Queries' section.

RWK & Kuhlmann Küchen GmbH does not currently carry out any automated decision-making processes.

#### **Queries:**

Should you have any questions regarding this information or your rights, please contact us at:

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D-32130 Enger  
Telephone: +49 (0) 5224 9730-0  
Email: [info@kuhlmannkueche.de](mailto:info@kuhlmannkueche.de)*

You can contact the data protection officer for RWK & Kuhlmann Küchen GmbH at:

*Ernst-Wilhelm Büscher  
RWK & Kuhlmann Küchen GmbH  
Südstraße 16  
D-32130 Enger  
[datenschutz@kuhlmannkueche.de](mailto:datenschutz@kuhlmannkueche.de)*

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