

## **GENERAL PRIVACY NOTICE**

Our handling of your data and your rights - information in accordance with Articles 13, 14 and 21 of the EU General Data Protection Regulation (GDPR)

With the following information we would like to give you an overview of the processing of your personal data by us and your resulting rights. Which data is processed in detail and how it is used depends largely on the agreed services. Therefore, not all of the statements contained here may apply to you.

In addition, this data protection information can be updated from time to time. You can request the latest version from us at any time by e-mail: [info@parrinst.de](mailto:info@parrinst.de).

### **Who is responsible for data processing and who can I contact?**

Responsible body is:  
Parr Instrument (Germany) GmbH

### **Type of personal data collected**

We process the following personal data that we receive from you as part of our business relationship:

Company name with legal form and address  
Title, first name and last name  
Phone numbers  
Fax numbers  
Email address  
Area of activity or position

In addition, all information is collected that is necessary for the performance of the contract with you. We process your data for the following purposes and on the following legal basis

### **We process personal data in accordance with the provisions of the European General Data Protection Regulation (GDPR) and the Federal Data Protection Act (BDSG):**

To fulfill contractual obligations (Art. 6 Para. 1 Letter b GDPR)

The collection of personal data takes place,

- to identify you as a customer;
- to be able to advise you appropriately;
- in order to be able to fulfill our contractual obligations towards you;
- in order to be able to meet our legal obligations:
- for correspondence with you;
- for invoicing or, if necessary, as part of the dunning process;
- to assert any claims against you.

The processing of personal data takes place on the occasion of your request to us and is necessary for the purposes mentioned for the processing of your order and for the fulfillment of obligations from the underlying contract.

**Due to legal requirements (Art. 6 Para. 1 Letter c GDPR)**

We are subject to various legal obligations that result in data processing.  
In addition, the disclosure of personal data may be necessary in the context of official / judicial measures for the purpose of gathering evidence, prosecuting or enforcing claims under civil law.

**As part of the balancing of interests (Art. 6 Para. 1 f GDPR)**

If necessary, we process your data beyond the actual fulfillment of the contract to safeguard our legitimate interests or those of third parties. Examples of such cases are:  
Processing in the CRM system

**Who will get my data?**

Inside our office

Employees for contact with you and contractual cooperation (including the fulfillment of contractual measures)

**In the context of order processing**

Your data may be passed on to service providers who act for us as processors:

Support or maintenance of EDP or IT applications

accounting

Data destruction

Possibly Further

All service providers are contractually bound and, in particular, obliged to treat your data confidentially.

**Other third parties**

Data is only passed on to recipients outside our company in compliance with the applicable data protection regulations. Recipients of personal data can e.g. be:

Public bodies and institutions (e.g. financial or law enforcement authorities) when there is a legal or official obligation.

Tax consultant or auditor and wage tax and company auditor (statutory audit mandate)

Forwarding agents / courier services

### **Will data be transferred to a third country or to an international organization?**

Your data will be processed within the European Union and states within the European Economic Area (EEA).

**In addition, your data will be passed on to our parent company Parr Instrument Company, 211 53rd Street, Moline, Illinois, 61265 USA. This serves to meet US legal obligations. This transmission is essential for the fulfillment of the contract / order.**

### **How long will my data be saved?**

We process and store your personal data as long as this is necessary for the fulfillment of our contractual and legal obligations. If the data are no longer required for the fulfillment of contractual or legal obligations, they will be deleted or anonymized.

Exceptions arise

- as far as statutory retention requirements have to be fulfilled, e.g. Commercial Code (HGB) and Tax Code (AO), are required. The periods for storage and documentation specified there are usually six to ten years;
- to preserve evidence within the framework of the statutory statute of limitations. According to §§ 195 ff of the German Civil Code (BGB), these limitation periods can be up to 30 years, whereby the regular limitation period is 3 years.
- Possibly Further.

If the data processing takes place in the legitimate interest of us or a third party, the personal data will be deleted or anonymized as soon as this interest no longer exists. The exceptions mentioned apply here.

### **What data protection rights do I have?**

You have the right to information under Article 15 GDPR, the right to rectification under Article 16 GDPR, the right to erasure under Article 17 GDPR, the right to restriction of processing under Article 18 GDPR, the right to object under Article 21 GDPR and that Right to data portability from Article 20 GDPR.

Restrictions according to Sections 34 and 35 BDSG may apply to the right to information and the right to erasure.

In addition, there is a right of appeal to a competent data protection supervisory authority (Article 77 GDPR in conjunction with Section 19 BDSG). The supervisory authority responsible for us is:

The Hessian data protection officer  
Gustav-Stresemann-Ring 1, 65189 Wiesbaden

### **Is there an obligation to provide data?**

As part of the contractual relationship, you must provide the personal data that are required for the establishment, implementation and termination of the contractual relationship and for the fulfillment of the related contractual obligations or that we are legally obliged to collect. **Without this data we will not be able to conclude or execute the contract with you.**



### **Information about your right of objection in accordance with Article 21 of the General Data Protection Regulation (GDPR)**

Right to object on a case-by-case basis

You have the right, for reasons that arise from your particular situation, to object at any time to the processing of personal data relating to you, which is based on Article 6 (1) (f) GDPR (data processing based on a weighing of interests); this also applies to profiling based on this provision within the meaning of Article 4 No. 4 GDPR.

If you file an objection, we will no longer process your personal data unless we can prove compelling legitimate reasons for the processing that outweigh your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.

### **Recipient of an objection**

The objection can be made informally with the subject "Objection" stating your name, your company address and your email address and should be addressed to:  
info@parrinst.de

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