

**Information for Business Partners
from cbs Corporate Business Solutions Management
Consulting GmbH
to the processing of their personal data**

cbs Corporate Business Solutions Unternehmensberatung GmbH are committed to protecting the privacy of their business partners when processing personal data.

Care and transparency are the basis for a trusting cooperation with our customers. We therefore inform you about how we process your data and how you can exercise the rights to which you are entitled under the General Data Protection Regulation. Which personal data we process and for what purpose depends on the respective business relationship.

I. Responsibilities and contact details

The controller of your personal data is:

cbs Corporate Business Solutions Unternehmensberatung GmbH
Rudolf-Diesel-Straße 9
69115 Heidelberg

The contact details of our data protection officer are as follows:

cbs Corporate Business Solutions Unternehmensberatung GmbH
Data Protection Officer
Rudolf-Diesel-Straße 9
69115 Heidelberg
E-Mail: datenschutz@cbs-consulting.de

II. Use of your personal data

Type, purpose and legal basis for processing your personal data

Depending on your relationship with our company, we process different personal data about you.

usually, this involves the following data:

- First name, surname
- Job title
- Address details

- Communication data (telephone, e-mail address)
- Date of birth
- Nationality
- Contract master data, in particular contract number, term, period of notice, type of contract
- Billing data/turnover data
- Creditworthiness data
- Payment data/account information
- health data
- Account information, in particular registration and logins
- Video or image recordings

The processing of your personal data is carried out to the extent necessary to protect our legitimate interests (Art. 6 para. 1 letter f DSGVO), among other things,

- to enter into or execute contracts and other business relationships (including to process purchase orders, deliveries or payments, or in connection with complaints and repair/maintenance work or in warranty cases) or to prepare or respond to requests for quotations, to determine the terms of the contractual relationship and with regard to product development activities, in each case with our customers, suppliers, service providers and competitors for whom you may be acting as agent or employee;
- to transfer your personal data within the company for internal administrative purposes (e.g. for accounting purposes);
- to ensure IT security;
- to prevent criminal offences;
- to conduct compliance investigations;
- to ensure the security of buildings and facilities, including video surveillance to the extent necessary to protect our premises.

In addition, personal data is processed for the purpose of fulfilling contracts with individuals (natural persons) with whom we maintain business relations, e.g. to process purchase orders, deliveries or payments, or in connection with complaints, repair/repair work or in warranty cases, or to prepare and reply to requests for quotations from individuals, to determine the terms of the contractual relationship and with regard to product development activities (Art. 6 para. 1 letter b DSGVO).

The person responsible is subject to various legal obligations (Art. 6 para. 1 letter c DSGVO), which may make it necessary to process your personal data. These legal obligations may arise, for example, from tax law, foreign trade law or sanctions law.

In order to enter into a business relationship with us, you must provide us with the personal data that is necessary for the implementation of the contractual relationship or

that we are required to collect by law. If you do not provide us with this data, it will not be possible for us to carry out and process the contractual relationship.

If you have given us your voluntary consent to the collection, processing or transmission of certain personal data, then this consent forms the legal basis for the processing of this data.

In the following cases, we process your personal data on the basis of your consent:

- Sending of an email newsletter
- Marketing research (for example client satisfaction surveys)
- Publishing a client reference (name and picture)
- Publication of images in cooperations and marketing activities

III. Recipient of your personal data

Within the company, only authorized employees of cbs Corporate Business Solutions Unternehmensberatung GmbH with appropriate responsibilities have access to your personal data. The cbs also maintains two central customer data administrations. You can access the cbs companies at the following link:

www.cbs-consulting.com

We are authorized to engage third parties such as IT service providers, legal advisors or management consultants to provide services on our behalf and under our supervision and in accordance with our instructions. These third parties may have access to your personal information to the extent necessary to provide their services.

IV. Data Transmission

For the purposes mentioned under point II. your personal data may not only be transferred to cbs Corporate Business Solutions Unternehmensberatung GmbH which is the contractual partner (and responsible for the processing of your personal data), but also to the companies and their service providers within and outside the European Economic Area (EEA).

Countries outside the European Union (and the European Economic Area "EEA") handle the protection of personal data differently than countries within the European Union. We also use service providers located in third countries outside the European Union to process your data. There is currently no decision by the EU Commission that these third countries generally offer an adequate level of protection.

We have therefore taken special measures to ensure that your data is processed in the third countries as securely as within the European Union. With service providers in third countries, we conclude standard data protection clauses provided by the Commission of the European Union. These clauses provide appropriate safeguards for the protection of your data with third country service providers.

V. Your Rights

You have the right to receive information about your personal data and to request the correction or deletion of your personal data or the restriction of processing, to the extent permitted by applicable law. You have the right to object to any processing of your personal data as set out in point II above and to receive your personal data in a structured, common and machine-readable format (data transferability), in accordance with applicable law and subject to legal review in each individual case by the controller of your personal data. You also have the right to lodge a complaint with a supervisory authority.

You also have the right to object at any time, on grounds relating to your particular situation, to the processing of personal data concerning you which is carried out on the basis of data processing in the public interest or on the basis of data processing for the protection of a legitimate interest.

If the processing of your data is based on consent, you may withdraw your consent to the processing of personal data at any time. Please note that the revocation is only effective for the future.

VI. Confidentiality and storage of data

All our employees and all employees of external service providers who have access to and/or process personal data are obliged to treat this data as confidential. We save your personal data as long as it is required for the fulfilment of our legal and contractual obligations. If storage of the data is no longer necessary for the fulfilment of contractual or legal obligations, your data will be deleted immediately.

VII. Contact

If you have any questions, regarding this information letter, our handling of data protection or to assert your rights please contact datenschutz@cbs-consulting.de or the above address.