

**Data protection information for customers and prospective customers**  
in acc. With Art. 13, 14 and 21 of the General Data Protection Regulation (German abbreviation DSGVO)

Data protection is an important matter for us. In the following, we will inform you how we process your data and what rights you have.

### **1. Who is responsible for data protection and whom can you contact?**

KNOLL Maschinenbau GmbH  
Schwarzachstrasse 20  
88348 Bad Saulgau  
Germany  
Tel.: +49 7581 2008-0  
E-mail: [datenschutz@knoll-mb.de](mailto:datenschutz@knoll-mb.de)  
Website: [www.knoll-mb.de](http://www.knoll-mb.de)

### **2. Contact information for the data protection administrator**

Christoph Boser  
E-mail: [datenschutz@knoll-mb.de](mailto:datenschutz@knoll-mb.de)

### **3. Purpose of processing and legal basis**

Your personal data is processed in compliance with the provisions of the General Data Protection Regulation (DSGVO), the German Data Protection Act (BDSG) and other relevant data protection legislation. The processing and use of individual data depends on the agreed or contracted service.

#### **3.1 Consent (Art. 6 par. 1 letter a DSGVO)**

If you have given us your consent to process personal data, this consent provides the legal basis for the processing mentioned there. You can revoke your consent with future effect at any time.

#### **3.2 Compliance with contractual obligations (Art. 6 par. 1 letter b DSGVO)**

We process your personal data to fulfill our contracts and agreements with you. In addition, your personal data is processed while performing actions and activities in the course of pre-contractual relationships.

#### **3.3 Compliance with legal obligations (Art. 6 par. 1 c DSGVO)**

We process your personal data when this is necessary to comply with legal obligations (e.g. commercial and tax laws). We also process your data when necessary to comply with tax-related monitoring and reporting obligations as well as to archive data for data protection and data security purposes, including examination by taxation and other authorities. Furthermore, the disclosure of personal data may be required in the course of regulatory/judicial activities for the purpose of providing evidence, criminal prosecution or enforcement of claims under civil law.

### **3.4 Justified interest by us or third parties (Art. 6 par. 1 f DSGVO)**

We may also use your personal data on the basis of balancing the justified interests of us or third parties. This is done for the following purposes:

- checking and optimizing methods for demand analysis and direct relations with customers.
- for advertising by means of direct mail or market research, if you have not prohibited the use of your data.
- for limited storage of your data if deletion is not possible or would entail disproportionately high effort / expense because of the particular type of storage.
- for further development of services and product's as well as existing systems and processes.
- for statistical evaluations or for market analyses.
- for internal and external investigations and/or safety reviews.
- for certifications under civil law or regulatory matters.

### **4. Categories of personal data that we process**

The following data is processed:

- personal data (name, date of birth, profession/industry and comparable data)
- contact data (address, e-mail address, telephone number and comparable data)
- customer history

We also process personal data from public sources e.g. the Internet, media, the press)

### **5. Who receives your data?**

Within our company, we give your personal data to areas that need this data to fulfill the contractual and legal obligations and to pursue our own justified interests.

In addition to these, the following areas can receive your data:

- order processors engaged by us (Art. 28 DSGVO), service providers for supporting activities and other responsible individuals in the context of DSGVO, especially in the areas of IT services, logistics, express couriers, printing service providers, outside computer centers, assistance/maintenance of IT applications, archiving, expense receipt processing, accounting and controlling, data destruction, purchasing/procurement, customer management, letter shops, marketing, telephony, website management, tax consulting, auditing services, credit institutions
- public offices and institutions upon presentation of a governmental or regulatory obligation according to which we are required to provide information, report or forward data
- other offices for which you gave approval with your consent allowing information to be passed on.
- the external trading partner responsible for the respective country.

## **6. Communication of your data to a third country or an international organization**

Communication of data to third countries (countries outside the European Economic Area–EEA) occurs only if this is required to fulfill the contract or fill your orders, is required by law or you have given your consent.

## **7. How long do we save your data?**

To the extent required, we process your personal data for the duration of our business relationship; this also includes initiation and conclusion of a contract.

Moreover, we are subject to various retention and documentation obligations stipulated by the German Commercial Code (HGB) and the German Tax Code (AO). The time periods specified there for retention and documentation are as much as 10 years beyond the end of the business relationship or the pre-contractual legal relationship.

Ultimately, the storage period also depends on the legal statute of limitations, which, for instance, is usually three years according to §§ 195 ff. of the German Civil Code (BGB), but in certain cases can be as much as 30 years.

If the data processing is based on consent, we save your data until you revoke your consent.

## **8. To what extent does automated decision making occur in an individual case?**

We do not make any use of purely automated decision-making methods as described in Article 22 DSGVO. If we were to use these methods in individual cases, we would inform you about this if required by law.

## **9. Your data protection rights**

You have the right to information in accordance with Art. 15 DSGVO, the right to correction in accordance with Art. 16 DSGVO, the right to deletion in accordance with Art. 17 DSGVO, the right to limitation of processing in accordance with Art. 18 DSGVO and the right to data portability from Art. 20 DSGVO. In addition, you have the right to lodge a complaint with a data protection agency (Art. 77 DSGVO). According to Article 21 DSGVO, you also have the right to revoke consent to processing of personal data by us. However, this right to revoke applies only in the case of very special circumstances involving your personal situation, where the rights of our company may stand in opposition to your right to revoke. Should you wish to exercise these rights, please contact our data protection administrator ([datenschutz@knoll-mb.de](mailto:datenschutz@knoll-mb.de))

## **10. Scope of your obligations to provide us with your data**

You only need to provide the data necessary to initiate and conduct a business relationship or establish a pre-contractual relationship with us, or which we are required to have by law in order to establish such. Without this data, we will usually not be able to conclude or execute a contract. This can also apply to data required subsequently the course of the business relationship. If we request additional data from you, you will be advised separately of the voluntary nature of submittal.

## **11. Information about your right to revoke Art 21 DSGVO**

You have at all times the right to revoke consent to processing of your data, which is occurring on the basis of Art. 6 par. 1 f DSGVO (data processing on the basis of balancing interests) or Art. 6 par. 1 e DSGVO (data processing in the public interest), if there are reasons arising from your special situation. This also applies to profiling based on this provision in the context of Art. 4 Nr. 4 DSGVO.

If you exercise your right to revoke, we will no longer process your personal data unless we can prove compelling and legitimate grounds for the processing that outweigh your interests, rights and freedoms, or the processing serves the enforcement, exercise or defense of legal claims. We process your personal data when necessary also for the purpose of direct advertising. If you do not wish to receive advertising, you have the right to prohibit it at any time. We will then honor this request in the future.

We will no longer process your data for the purpose of direct advertising if you prohibit processing for these purposes. The request to stop such processing can be submitted informally to the address listed in Item 1.

## **12. Your right to lodge a complaint with the responsible supervisory authority**

You have the right to lodge a complaint with the data protection agency (Art. 77 DSGVO).

The supervisory agency responsible for us is:

State Data Protection and Freedom-of-Information Officer Baden-Württemberg  
Königstrasse 10 a  
70173 Stuttgart  
Telephone: 0711/615541-0  
[poststelle@fdi.bwl.de](mailto:poststelle@fdi.bwl.de)