

## Data protection information business partners, including clients

Dear business partner,

This letter is intended to inform you about how we process your data and your rights when you enter into a contractual relationship with us or are interested in doing so.

### Data controller and contact in data protection matters

We are the controller of the data processing,

CO.DON AG  
Warthestr. 21  
14513 Teltow  
Germany

You can reach us and our data protection officer, Mr Jens Krügermann (kpp group GmbH), with all your questions about data protection as follows:

CO.DON AG  
Attn: Data Protection Officer  
Deutscher Platz 5d  
04103 Leipzig  
Telephone +49 341 991 90 200  
Fax +49 341 991 90 309  
Email: [datenschutz@codon.de](mailto:datenschutz@codon.de)

### Which personal data do we collect?

Personal data means all information that can be assigned directly or indirectly to a particular individual. This includes information that can only be attributed to a person indirectly, e.g. by means of attribution to an identifier like a name, an identification number (e.g. client number) or to site data.

In order to establish and maintain a contractual cooperation, we particularly collect the following data:

- Full name, title of contact partner and responsible individuals
- Position and departmental affiliation in the company, if applicable, professional data such as medical field
- Business address
- Business contact data such as phone number, fax and email address

- If relevant, business information is obtained from suppliers and service provider
- Some suppliers and service providers must be audited by us and business records must be inspected, which may contain further personal data

### **Purpose of collection, use and disclosure of your data**

We only use your data to establish and/or maintain our contractual relationship. Your data are only used and processed within the company for the purposes mentioned above.

We may be working with external partners to whom we may transfer your personal data for the purpose of processing orders. Such external partners are for example logistics and transport service providers, consultants, and IT service providers. However, these external partners are contractually obliged to handle your data with sensitivity. As far as data processing on behalf of a company is concerned, the service providers are prohibited from using your data for their own purposes.

Your data will be processed exclusively in Germany or states within the EU/EEA. If, in rare cases, we commission a service provider outside the EU/EEA to process your personal data, this will only take place if an appropriate level of data protection has been established beforehand.

### **Legal basis for the data processing**

Processing of personal data generally takes place on the basis of Art. 6(1)(b) GDPR. This states that personal data may be processed with regards to the establishment and maintenance of contractual relationships. In addition, the processing of personal data can also be conducted on the basis of Art. 6(1)(c) GDPR, insofar as we have to comply with legal obligations.

### **What rights do you have?**

You have a right to demand **access** to your personal data stored by CO.DON AG at any time.

In addition, you have a right to the **rectification** of incorrect data, to the **restriction** of processing of excessively processed data and to the **erasure** of personal data that have been processed illegitimately or stored for too long (unless they are subject to statutory retention periods or other reasons mentioned in Art. 17(3) GDPR). Furthermore, you have the right to **transfer** all the data you have provided to us in a common data format (right of data portability), to the extent that you have provided us with data in the context of a consent declaration or the performance of a contract.

If you also have a right to object to individual processing methods, you are notified when the individual methods are described.

To assert your rights, you can approach us by post at the above address and by phone, email or fax.

You also have the right to complain to a data protection authority about our processing of your personal data.

### **Data is provided freely**

All data is provided voluntarily.

### **Erasure of data**

We erase the collected data when the purpose for their storage no longer exists or restrict their processing if the data are subject to statutory retention obligations. Your personal data will only be stored as long as it is necessary to establish and, if applicable, maintain the contractual relationship. Many types of personal data are also relevant for tax purposes or constitute commercial documents and so are retained for ten years after the close of the year in which the invoice was sent or the accounting entry made, in accordance with the commercial and tax provisions of Section 147 German Tax Code (AO) and Section 257 German Commercial Code (HGB).