

Information on the processing of personal data

Customer data processing

MTC Micro Tech Components GmbH

Josef-Krätz-Straße 13

89407 Dillingen

Deutschland

Table of Contents

1. Responsibilities	3
1.1 Responsibilities	3
1.2 Responsibilities	3
1.3 Contact details of the data protection officer	3
2. Information on the processing of personal data	4
2.1 Description	4
2.2 Purpose of data processing	4
2.3 Legal basis	4
2.4 Sources of personal data (Art. 14 DSGVO)	4
2.5 Categories of personal data (Art. 14 DSGVO)	5
2.6 Legitimate interests	5
2.7 Storage period	5
2.8 Automated decision making and profiling	6
2.9 Data recipient	6
2.9.1 Recipient of personal data outside the company / authority	6
2.9.2 Intention to transfer to a third country or international organisation	6
2.9.3 Adequacy Decision of the EU Commission	7
2.9.4 Guarantees and receipt of guarantees	7
3 Rights of data subjects	8
3.1 Right of access	8
3.2 Right to rectification	8
3.3 Right to deletion	8
3.4 Right to limitation of processing	9
3.5 Right to object to the processing	9
3.6 Right to data transferability	9
3.7 Right of appeal to a supervisory authority	9

1. Responsibilities

1.1 Responsibilities

Responsible for the processing of your personal data:

MTC Micro Tech Components GmbH

Josef-Krätz-Straße 13

89407 Dillingen

Deutschland

1.2 Responsibilities

Customer service

1.3 Contact details of the data protection officer

André Weinert

TÜV SÜD Academy GmbH

Westendstrasse 160

80339 Munich

Email: andre.weinert@partner.tuvsud.com

2. Information on the processing of personal data

2.1 Description

The following information provides you with an overview of how we process customer data.

2.2 Purpose of data processing

We process your personal data, as far as this is necessary, for the following purpose(s)

- Implementation of the underlying contractual relationships with you
- Implementation of pre-contractual measures with you
- Compliance with legal obligations such as compliance with retention periods under tax and commercial law or to fulfill identification and recording obligations under the Money Laundering Act
- Settlement of any warranty and liability claims

2.3 Legal basis

The legal basis(s) for the processing of your personal data in connection with the purpose(s) of the processing is/are

- Art. 6 para. 1 lit. a DSGVO - lawfulness of processing (consent)
- Art. 6 para. 1 lit. c DSGVO - lawfulness of the processing (legal obligation)
- Art. 6 para. 1 lit. f DSGVO - lawfulness of the processing (legitimate interest)
- Art. 6 para. 1 lit. b DSGVO - lawfulness of processing (contract)

2.4 Sources of personal data (Art. 14 DSGVO)

Where personal data are not collected from the data subject, the controller shall inform the data subject of the sources of the personal data.

- Furthermore, we process - insofar as it is necessary for the fulfillment of the contract concluded with you or pre-contractual measures or you have consented - also such personal data that we have received from affiliated companies as well as other third parties (e.g. data from credit agencies, such as Schufa) in a permissible manner (e.g. for the execution of orders, for the fulfillment of contracts or based on a consent granted by you). We process personal data from publicly accessible sources (e.g. authorities, Internet) only to the extent that this is legally permissible, for example because it is necessary for the provision of our

services or you have given your consent

2.5 Categories of personal data (Art. 14 DSGVO)

Where personal data are not collected from the data subject, the controller shall inform the data subject of the categories of personal data.

- Contract data
- Contact details (phone number, e-mail address)
- Date of birth/ age
- Creditworthiness data/ Bank details
- Address data business (name, street, house number, zip code, city)
- Address data (name, street, house number, postal code, city)

2.6 Legitimate interests

The indication of the "legitimate interests" of the data controller or the third party which are to be pursued with the processing of personal data refers to Art. 6 para. 1 sentence 1 lit. f DSGVO.

- Data processing for other purposes shall only be considered if the legal requirements pursuant to Art. 6 (4) of the GDPR are met. Any information obligations according to Art. 13 (3) DSGVO and Art. 14 (4) DSGVO are fulfilled.

2.7 Storage period

The storage period contains information on how long we will store your personal data or when it will be deleted.

- We store your data as long as this is necessary for the fulfillment of the contract or the provision of our services to you or we have a legitimate interest in further storage.
- If your data is processed on the basis of your consent, the data will be processed until you object to the use of your data.
- In addition, we are subject to various storage and documentation obligations, which result, among other things, from the German Commercial Code (HGB), the German Fiscal Code (AO). The periods specified there for storage or documentation are ten years.
- Finally, the storage period is also assessed according to the statutory limitation periods, which can be up to thirty years, for example, according to §§ 195 ff. of the German Civil Code (BGB), whereby the

regular limitation period is three years.

2.8 Automated decision making and profiling

The data subject shall have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects upon him or her or significantly affects him or her in a similar manner.

- Automatic decision-making or profiling does not take place.

2.9 Data recipient

2.9.1 Recipient of personal data outside the company / authority

The term "recipient" is defined in Art. 4 No. 9 DPA as "a natural or legal person, authority, institution or other body to whom personal data are disclosed, whether or not it is a third party.

- Processors (Art. 28 GDPR) as service providers for supporting activities and other controllers within the meaning of the GDPR (e.g. external data centers, technical support and maintenance of IT applications, archiving, document processing, accounting and controlling, data destruction, call center services, courier services, manufacturers, suppliers, subcontractors)

Credit agencies, debt collection, Schufa

Authorities within the scope of their competence (e.g. tax office, police, public prosecutor's office)

Consultants (e.g. tax consultants, lawyers and auditors)

Courts

Other bodies for which you have given us your consent to the transfer of data

2.9.2 Intention to transfer to a third country or international organisation

The transfer of personal data to an "international organisation" (cf. definition in Art. 4 No. 26 DPA) or to controllers, processors or other recipients in a country outside the European Union (EU) and the European Economic Area (EEA) entails particular data protection risks from the perspective of the data subject.

- Your personal data is processed by us exclusively in data centers in the Federal Republic of Germany, the European Union (EU) and the European Economic Area (EEA).

- As far as this is necessary according to Art. 6 para. 1 p. 1 lit. b DSGVO for the processing of your inquiry/order, your personal data will be passed on to third parties. This includes in particular the transfer to e.g. manufacturers, suppliers, subcontractors.

If we deliver goods to you, we will pass on your data to the shipping company commissioned, insofar as this is required for delivery.

The data passed on may be used by the third parties exclusively for the purposes stated.

2.9.3 Adequacy Decision of the EU Commission

A transfer of personal data to a third country or an international organisation may take place where the Commission has decided that the third country, territory or specific sector or sectors in that third country or international organisation concerned offers an adequate level of protection.

- No data will be transferred to an international organization in a third country without sufficient guarantees that the organization in question provides an adequate level of protection.

2.9.4 Guarantees and receipt of guarantees

Personal data may be transferred to an international organisation if there are sufficient guarantees that the international organisation concerned offers an adequate level of protection.

- We transfer your personal data to a recipient in a third country only after prior conclusion of standard contractual clauses approved by the European Commission.
- We transfer your personal data only in compliance with rules of conduct, which are related to appropriate safeguards that ensure the protection of the application of transferring data and are equally legally binding and enforceable obligations of the recipient.
- We transfer your personal data only under evidence of certification procedures that are related to appropriate safeguards that ensure the protection of the application of transferring data and are equally legally binding and enforceable obligations of the recipient.

3 Rights of data subjects

3.1 Right of access

The data subject shall have the right to obtain from the controller confirmation as to whether personal data relating to him are being processed; if so, he shall have the right of access to such personal data.

- You have the right to information about the personal data we process about you. In the case of a request for information that is not made in writing, we ask for your understanding that we may then require evidence from you that proves that you are the person you claim to be.

3.2 Right to rectification

The data subject shall have the right to obtain from the data controller without delay the rectification of any inaccurate personal data relating thereto.

- Furthermore, you have a right to rectification, i.e. you can demand that we correct your incorrect personal data without delay. Taking into account the purposes of the processing, you have the right to request the completion of incomplete personal data - also by means of a supplementary declaration.

3.3 Right to deletion

The data subject shall have the right to obtain from the controller the immediate erasure of personal data relating thereto and the controller shall be obliged to erase personal data immediately.

- You have the right to request that we delete your data immediately. We are obliged to delete personal data immediately if one of the following reasons applies:
 - Purposes for which the personal data was collected cease to apply.
 - You revoke your consent to the processing. There is no other legal basis for the processing.
 - You object to the processing. There is no other legal basis for the processing.
 - The personal data have been processed unlawfully.
 - The erasure of the personal data is necessary for compliance with a legal obligation under Union or Member State law to which the controller is subject.
 - The personal data have been collected in relation to information society services offered in accordance with Article 8(1).

3.4 Right to limitation of processing

The data subject shall have the right to request the controller to restrict the processing.

- You have the right to request the restriction of processing if one of the following conditions is met: a. The accuracy of the personal data is doubted by you. b. The processing is unlawful; however, you refuse an erasure. c. Personal data is no longer needed for the purposes of processing; however, you need the data to assert, exercise or defend legal claims. d. You have objected to the processing pursuant to Art. 21 (1) DSGVO. As long as it has not yet been determined whether the legitimate reasons of the controller prevail over yours, the processing will be restricted.

3.5 Right to object to the processing

The data subject shall have the right to object at any time to the processing of personal data concerning him or her on the basis of Article 6(1)(e) or (f) on grounds relating to his or her particular situation.

- In particular, you have the right to object to the processing of your data in connection with direct marketing if this is carried out on the basis of a balancing of interests. For this purpose, please contact the controller of the processing.

3.6 Right to data transferability

The data subject shall have the right to obtain the personal data concerning him which he has provided to a data controller in a structured, common and machine-readable format and shall have the right to communicate such data to another data controller without obstruction by the data controller to whom the personal data have been provided.

- You have the right to receive the data provided by you in a structured, common and machine-readable format from the responsible party. A forwarding to another responsible person may not be hindered by us.

3.7 Right of appeal to a supervisory authority

The data subject has the right to complain to a supervisory authority, in particular in the Member State where he/she is staying, at his/her place of work or at the place where the alleged infringement is alleged, if he/she considers that the processing of his/her personal data violates the DSGVO. Such complaint may be addressed to the following supervisory authority(ies):

- The Bavarian State Commissioner for Data Protection,

Dr. Thomas Petri, P.O. Box 22 12 19 80502 Munich, or:

Wagmüllerstr. 18

80538 Munich

Telephone: 089/21 26 72-0

Fax: 089/21 26 72-50

E-Mail: poststelle@datenschutz-bayern.de

Homepage: <http://www.datenschutz-bayern.de>