

## **Note on data processing for customers, suppliers and other business partners**

The protection of your personal data has the highest priority for us and is taken into account in all our business processes. In the following data protection information you will receive a detailed overview of the processing of your personal data by Accurion GmbH.

Personal data includes any information relating to an identified or identifiable natural person. With this data protection information, we inform you about the type, scope and purpose of collecting personal data at Accurion GmbH and how we deal with these data. In addition, you will learn about your rights regarding the processing of your personal data.

The following information applies to all natural persons whose personal data are saved in connection to the supplier business relationship (e.g. authorized persons).

### **1. Name and contact details for processing by the responsible employee and the data protection officer**

These notes on data processing apply on data processing by:

Accurion GmbH, represented by the chief executive officers Stephan Ferneding and Marcus Liemen, Stresemannstraße 30, D-37079 Germany, fon: +49 (0) 551.999 60.10, info@accurion.com

The responsible person of controlling the General Data Protection Regulation (GDPR) (which equates to the German Datenschutzgrundverordnung (DSGVO)) of Accurion GmbH is:

#### **Ingo Scheide**

Güterbahnhofstrasse 10

37073 Goettingen, Germany

Phone: +49 551 52 116 27

Email: datenschutz@accurion.com

### **2. Acquisition and storage of personal data as well as type and purpose of usage**

If you are customer, supplier or contracting partner of ACCURION we acquire the following information:

- salutation, forename, surname,
- E-Mail address
- Address
- Phone number
- Tax ID, VAT identification number
- Bank and sales data
- Information, that are necessary for carrying out our contractual relationship

We acquire this data to/for

- Identify you as a contract partner
- Advise you reasonable and fulfil our contractual relationship
- Correspond with you
- Invoicing
- Enforcement of claims
- Maintaining the business relationship

The data processing takes place on your request and counts as appropriate processing for fulfilling liabilities on both sides that are requested by the contract. (Art. 6 Abs. 1 S. 1 lit. b DSGVO). We process data acquired through our business relationship as well as publicly accessible data (e.g. commercial register, debtors register).

### **3. Datatransfer to third parties / credit inquiry**

A transmission to a country outside of the European Union only takes place if you are supervised and supplied by one of the following subsidiary companies, which are at the moment:

North America: Accurion Inc., Inner Harbour Center, 400 East Pratt Street, 8th floor, Baltimore, MD 21202, USA

India: Accurion Scientific Instruments Pvt. Ltd, Flat 402, Wing 2, Balaji Lakeside Marvel #1413/2A, 7th Cross, 1st Main road, BHCS layout Uttarahalli, Bangalore 560061, India

China: Accurion Scientific Instruments Shanghai Co. Ltd., Rm. 502, Xuhui Commercial Building, No.168, Yude Road, Xuhui District, Shanghai 20030, China

If it is required for fulfilling the contractual relationship and justified by Art. 6 I S. 1 lit. b and lit. f GDPR personal data is passed to third parties for the following reason:

- For Financial Accounting by the instructed tax consultant
- For Debt collection service provider, clearing account, factoring service provider and lawyers to enforce receivables and enforce claims in court
- For logistic services to fulfil existing delivery obligations
- For credit institutions and payment services for billing and settlements of payments
- To public offices in justified cases
- IT service provider for maintaining the IT Infrastructure and data backup

The third parties are only allowed to use the information for the named purposes above.

We transfer personal data about the initiation, implementation and termination of the business relationship due to our contractual relationship to the VR FACTOREM GmbH Ludwig Erhard Strasse 30-34, 65760 Eschborn, to which we sell our claims (factoring). We transfer the following information:

- Name and address of your company/institution
- Information about the claims (e.g. height, due date)
- Contact information to relevant contacts in your accounts receivable department

Details about their data protection can be seen at [www.vr-factorem.de/datenschutz-vrf](http://www.vr-factorem.de/datenschutz-vrf).

For checking the creditworthiness we may use information offices, commercial credit insurances as well as creditreform e.V., Hellersbergstraße 12, 41460 Neuss and Schufa Holding AG, Kormoranweg 5, 65201 Wiesbaden. About this company we acquire and exchange data about your creditworthiness and address data if required. The information provided is about credit-relevant characteristics like hard facts (Bankruptcy, asset information, detention order) or weak facts (e.g. not paying invoices or scoring). Information about their scoring you can find at [www.meinschufa.de/scoring](http://www.meinschufa.de/scoring)

### **4. How long are my data stored?**

We process and store your personal data not only as long as required in order to fulfill our contractual, legal or internal procedure obligations. We decided to save your personal data for a period of 35 years. There are versatile reasons that this is also in your interest:

- Our products will be maintained and repair options are available much longer than legal minimum periods. We are assigning to our customers the relevant delivered products, (including information about components, serial numbers of components, version descriptions, specifications, etc.). Without this kind of documentation we do not have a chance to maintain the older products. To support our customers with improvements on older products, to realize recall campaigns and similar actions we assign product and customer data. We save which products including details are with which customers.

- To maintain defect parts and offer repair options or possibilities to exchange to new components we assign data about supplier with their delivered components, accessories, products and services. We suppose your willingness to provide us and our customers the best possible support even when a legal obligation is over.
- Civil law provide claims with statutory periods of 30 years, which can be interrupted or restarted. Without keeping a documentation it is impossible to defense appropriate.

If you do not agree to this periods, feel free to oppose against it. In these cases we will save your personal data only until the ending of the statutory storage obligation, unless we are supposed to use longer periodes according to Artikel 6 I S. 1 lit. c GDPR or in the case we got an individual approval according to Art. 6 I S. 1 lit. a GDPR.

## 5. What rights do I have vis-à-vis Accurion GmbH

With respect to your personal data you have extensive rights to claim.

It is our special concern to familiarize you with these rights:

- **Right on information:** You have the right on information on your stored data with us, especially for what purpose, and how long the data is stored (Article 15 GDPR).
- **Right to correct incorrect data:** You have the right to ask for immediate correction of your incorrectly stored personal data (Article 16 GDPR).
- **Right to delete:** You have the right to ask for the deletion of your personal data. These requirements foresee that you may ask for deletion of your personal data in case we do not need the data anymore for the purpose the data has been collected or processed in the first place. You may also ask for deletion in case we have processed your data unlawfully or in case you have legitimately contradicted to the storage and process of your data or in case there is a legal obligation for the deletion of your data (Article 17 GDPR).
- **Right to restrict processing:** You have the right to ask for a restriction on the processing of your data. This right is particularly valid for the duration of the assessment in case of your claimed doubt of the correctness of your data and in case you wish a restricted processing of your data when you have the right on deletion of your data. Furthermore, a restriction of the processing of your data takes place, although the data is no longer required for the pursued purposes, in the case that you require the data to assert, exercise or defend legal rights as well as when the successful exercise of objection between you and us is in dispute (Article 18 GDPR).
- **Right to data portability:** You have the right to receive the personal data provided by you to us in a structured, common, machine-readable format (Article 20 GDPR), if they have not yet been deleted.
- **Right to Complain to the Controlling Data Protection Authority**  
You have the option of contacting the data protection officer mentioned above or a data protection authority mentioned below if you believe that the processing of the personal data is contrary to the data protection regulation. The data protection authority responsible for us is:  
Landesbeauftragte für Datenschutz und Informationsfreiheit Niedersachsen, Frau Barbara Thiel,  
Prinzenstrasse 5, 30159 Hannover, Germany.

## 6. Right to oppose:

You have the right to object to the processing of personal data for reasons derived from your particular situation at any time (Article 21 GDPR). We will stop the processing of your personal data, unless we can prove compelling reasons for further processing which outweigh your interests, rights and freedoms, or if the processing pursues the assertion, exercise or defence of legal rights.

If you want to object to the use of your personal data, please send us an email or contact us at:

Accurion GmbH, Stresemannstrasse 30, 37079 Goettingen, Germany

Tel.: (+49 (0) 551-99960-0

e-mail: datenschutz@accurion.com