

CHOCOTECH

Data protection policy in accordance with the EU General Data Protection Regulation for prospective customers, business partners and/or their points of contact

The following information provides an overview of the way in which we process your personal data and of your rights under data protection law. The type and scope of our existing business relationship are the decisive factors governing exactly what data we process.

1. Who is responsible for processing your personal data and who can you contact about this?

The relevant body is:

CHOCOTECH GmbH
Dornbergsweg 32
38855 Wernigerode, Germany
Tel.: +49 3943 5506 - 0
Email: info@chocotech.de

Our data protection officer can be contacted using the following details:

Mrs. Antonia Schreiber
DATA 4.0 Gesellschaft für Datenschutz und Datensicherheit mbH
Dornbergsweg 2
38855 Wernigerode
Tel.: +49 3943 5099490
E-Mail: a.schreiber@data40.de

2. What data do we use and how do we collect these?

As part of the initial phase and maintenance of our business relationship, we process the following categories of data, in particular, relating to our business partners and/or their points of contacts, which we have received either directly from them or lawfully (e.g. for contract fulfilment or on the basis of given consent). Furthermore, we also process data that we have lawfully gained from publicly accessible sources (e.g. trade registers, press, internet).

Prospective customers: Personal/contact data (e.g. first name, surname, (mobile) phone number, email address)

Customers/suppliers/service providers:

Personal/contact data (e.g. first name, surname, (mobile) phone number, fax number, email address)

Contract and accounting data (e.g. bank details, invoice data)

Communication data in connection with correspondence (e.g. emails, written correspondence)

3. For what purposes and on what legal basis are your data processed?

The purpose of our company is the manufacturing of systems for the confectionery industry as well as any associated technical and commercial services.

We process data to fulfil these purposes, taking into consideration the provisions of the EU General Data Protection Regulation (GDPR), the Federal Data Protection Act (BDSG) and any other relevant laws (e.g. German Commercial Code [HGB], German Tax Code [AO], etc.).

- a. For the performance of a contract or to take steps prior to entering into a contract (Article 6(1)(b) GDPR)

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First and foremost, the processing of your personal data serves the purpose of performing contracts with our customers, suppliers and service providers. This also includes any steps to be taken at the request of the business partner prior to entering into a contract and communication.

- b. As part of a balancing of interests (Article 6(1)(f) GDPR)
Where necessary, we process your personal data in order to safeguard our legitimate interests or those of third parties beyond the actual contract performance.

This includes the following interests:

- Review and optimisation of processes associated with needs analyses and direct customer contact
- Assertion of legal claims and defence in the event of legal disputes

- c. On the basis of statutory provisions (Article 6(1)(c) GDPR)
We are subject to various legal obligations, for example provisions under commercial and tax law, regulations governing foreign trade, customs provisions, etc., which require us to process your personal data.

4. Who receives your personal data?

Within our company, access to your personal data is only granted to the departments that require this to fulfil our contractual and legal obligations and/or the purposes specified above. Any service providers and vicarious agents that we use may also be given access to your data for these purposes.

All data recipients are obliged to comply with data protection.

Under these conditions, personal data recipients may be:

- Public bodies and institutions (e.g. financial authorities) due to the existence of a statutory or official obligation
- Order processors that receive personal data from us for the purposes of conducting the business relationship with you (e.g. EDP system support/maintenance, data destruction, payment transactions, accounting)

Data are only transferred to countries outside of the EU/EEC (third countries) if this is necessary for order execution, is prescribed by law, has been approved by you or as part of order processing. If we use service providers in a third country, an appropriate data protection level will be guaranteed.

5. For how long are your data stored?

We process and store your personal data for as long as required to fulfil the purposes specified in Section 3. It should be noted here that our business relationships are generally based on the long term.

If your personal data are no longer required to fulfil contractual or statutory obligations, these must be regularly deleted unless short-term further processing is required for the following purposes:

- Compliance with retention periods under commercial and tax law e.g. in accordance with the German Commercial Code or the German Tax Code. The periods defined therein are between 2 and 10 years.
- Safeguarding of documentary evidence as part of provisions governing limitation periods (e.g. Section 195 *et seq* of the German Civil Code [BGB]).

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6. What are your data protection rights?

As data subjects, you have the following rights in terms of the personal data that we process:

- a. Right of access (Article 15 GDPR)
- b. Right to rectification (Article 16 GDPR)
- c. Right to erasure (Article 17 GDPR)
- d. Rights to restriction of processing (Article 18 GDPR)
- e. Right to data portability (Article 20 GDPR)
- f. Right to object (Article 21 GDPR)
- g. Right to lodge a complaint with a supervisory authority (Article 77 GDPR)

7. Are you obligated to provide personal data?

As part of our mutual business relationship, you must provide those elements of personal data that are required to initiate and maintain the business relationship, in particular to fulfil any associated contractual obligations, and any elements of personal data that we are required to collect by law.

8. Does automated decision-making take place (including profiling)?

Automated decision-making or profiling are not used.