

<b>Document type:</b> GDPR Information – Customer / Business partner	<b>Created / Modified by:</b> TPE	<b>Release on:</b> 04.05.2022	
<b>Department:</b> Administration	<b>Revision:</b> 1.01	<b>Confidentiality:</b> none	<b>Page:</b> 1 of 3



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# Information on data privacy for business partners and interested parties

## Preliminary note

With these explanations, we inform our business partners and interested parties about the collection and processing of personal data by us and by companies of our group according to the General Data Protection Regulation (GDPR) which is valid as of 25<sup>th</sup> May 2018. Furthermore, we inform about the data subject rights. All mentioned articles and sections refer to the GDPR.

## Responsibility for the data processing

Responsible for the data processing:

r2p GmbH  
Marie-Curie-Ruing 31  
24941 Flensburg | Germany  
Direct: +49 461 99573-0  
[info\(at\)r2p.com](mailto:info(at)r2p.com)  
[www.r2p.com](http://www.r2p.com)

### Data protection officer

We as the responsible party have appointed a data protection officer who can be contacted at:

r2p GmbH  
Data protection officer  
Marie-Curie-Ruing 31  
24941 Flensburg | Germany  
[dataprotection.de\(at\)r2p.com](mailto:dataprotection.de(at)r2p.com) or [datenschutz\(at\)r2p.com](mailto:datenschutz(at)r2p.com)

## Nature of the personal data

The following data can be processed by business partners, interested parties and contact persons:

- Names- Communication data (e. g. business e mail, telephone and address)
- Payment information (company account number)
- Tax data (e. g. tax ID)

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## Data sources

Generally, we collect the data directly from the data subject e. g.-

- Collecting of contact data for the tender preparation or other topics related to the order /project.
- Collecting of contact data for enquiries to suppliers / service providers.

Data which we do not collect directly from the data subject may have been collected from the following sources:

- Transmitting of contact data via employees of the same company.
- Transmitting of contact data via partner companies for which the responsible party is authorized to act.
- Transmitting of contact data via companies which are authorized by a business partner to act.  
Collecting via sources available to the public.

## Legal basis and purpose of the processing

Personal data may be processed, if there is a legal basis for the processing. Data of contact persons of the business partners / interested parties will be processed on the following legal basis for the following purposes:

- Fulfilment of contractual obligations  
Personal data will be processed for executing the contractual agreement, e. g. service delivery resulting from an assignment. This includes pre-contractual measures as e. g. the tender preparation.
- Fulfilment of legal obligations  
For the service delivery or contract initiation numerous legal regulations must be observed, e. g. legal retention period according to Handelsgesetzbuch (HGB) as well as possible liability and warranty claims.
- Legitimate interest of the responsible party  
This could be: Fulfilment / initiation of a contract, claims management, review of the credit rating.
- Consent  
A given consent to processing personal data is also a legal basis. Consents can be withdrawn at any time with effect for the future. A withdrawal affects only future processing.

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## Transferring personal data

If required or desired by the supplier / partner, we transfer personal data to business partners (e. g. use of subcontractors for fulfilment of contracts, for billings and services).

In addition, personal data are transferred to public authorities (e. g. fiscal authorities) for fulfillment of legal obligations, if this is required for fulfilling the public obligations.

We also transfer personal data to our insurance providers, lawyers or collection agency in order to secure, assert or defend a claim.

## Transferring personal data to a third country

In principle, personal data are not transferred to a third country.

An exception is the processing of import and export deals for which the transferring may also be carried out to third countries for which no adequacy decision of the European Commission is provided. In this case, the transmission takes place based on suitable warranties in the form of standard data protection clauses.

## Period of storage

The responsible party must observe legal requirements during contract initiation and implementation. In general, the legal retention period for accounting and tax relevant documents is 10 years. There is a 6 years retention period for business letters regardless of whether they are on paper or in digital form (e mail). Irrespective of the retention period, it is at any time provided that only authorised employees have access to the data. This applies to paper files as well as to digital data in IT systems. When the legal retention period has expired, a data protection compliant destruction of paper-based data and deletion of data in IT systems will be performed within a reasonable timeframe.

## Data subject rights

In general, the contract fulfilment / contract initiation requires the processing of personal data. Therefore, the data subject rights must be provided while observing certain requirements from the General Data Protection Regulation:

Access, rectification, erasure / right to be forgotten, restriction, objection, right to data portability, withdrawal of consent, right of appeal to a supervisory authority.

## Provision of data

Business partners and interested parties must provide personal data which are required for reasoning, implementation and termination of the contractual relationship or for which there is a legal obligation to collect. Without the provision of data, a conclusion of a contract or the implementation of the tasks included in the order / contract is not possible.