

## **Data protection notice and information pursuant to Article 13 of the General Data Protection Regulation (GDPR)**

This information sheet is to inform you about how we process your personal data and about your rights and claims under data protection law. Which data is processed in detail and how it is used essentially depends on the respective legal relationship with you (e.g. the services ordered).

If you are not a direct customer of ours, you are receiving this information in your role as a legal representative, shareholder, administrator, board member, managing director or authorized signatory of a legal entity. Please also forward this letter to any authorized representatives, if applicable.

We process your personal data exclusively in accordance with the statutory provisions, the European General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG). This includes the following categories of personal data: master data (e.g. last name, first name, function), contact data (e.g. telephone number, email address), contract data (e.g. customer number) as well as comparable data and the content data that arises in the course of our communication with you.

### **1. Verantwortlicher und Datenschutzbeauftragter controller and data protection officer**

The controller responsible for the processing of your personal data is:

**Teamdress Holding GmbH**  
**teamdress Stein Deutschland GmbH**  
**teamdress Systems GmbH**  
Brandstücken 27  
D-22549 Hamburg  
E-Mail: [datenschutz@teamdress.de](mailto:datenschutz@teamdress.de)

You can contact our data protection officer using the following contact details:

**compolicy GmbH**  
Schwedenkai 1  
D-24103 Kiel  
Tel.: +49 431 90 89 48 0  
E-Mail: [info@compolicy.de](mailto:info@compolicy.de)

### **2. What do we process data for and on what legal basis?**

#### **2.1 Data processing for the purpose of contract initiation and execution (Art. 6 para. 1 sentence 1 b GDPR)**

We process the data only to the extent necessary for the initiation and execution of the contract and the processing of the contractual relationship or the other legal relationship underlying the data processing. This serves to process existing contractual/legal relationships. We cannot take action if you do not provide this data.

#### **2.2. Data processing based on your consent (Art. 6 para. 1 sentence 1 a GDPR)**

If we have obtained your consent to process personal data for specific purposes, the processing is lawful on this basis. Consent that has been granted can be withdrawn at any time with effect for the future. This also applies to the withdrawal of declarations of consent that you granted us before the GDPR came into force on May 25, 2018. The withdrawal

of consent is effective for the future and does not affect the lawfulness of the data already processed up to the point of withdrawal.

### **2.3 Data processing for legitimate interests (Art. 6 para. 1 sentence 1 f GDPR)**

We also process your data in a permissible manner to protect our legitimate interests. This includes the use of your personal data to

- consulting and exchanging data with credit agencies (e.g. Schufa, Creditreform) to determine creditworthiness and payment default risks, in particular if the requirements of Section 31 of the German Federal Data Protection Act (BDSG) are met;
- asserting legal claims and defending against claims by third parties in the event of legal disputes;
- ensuring IT security and ongoing IT operations;

Should we wish to process your personal data for a purpose not mentioned above, we will inform you in advance in accordance with the statutory provisions.

### **2.4. Data processing due to legal requirements (Art. 6 para. 1 sentence 1 c GDPR)**

Our company is subject to various legal obligations (e.g. tax laws, commercial code), which require the processing of your data for the fulfilment of the law. These purposes of processing include, in particular, measures for the fulfilment of tax-related control and reporting obligations as well as for the assessment and control of company-related risks.

## **3. Recipients and disclosure of data, third country**

Within our company, access to your data is restricted to those departments that require it to fulfil the above-mentioned purposes (see above). This also applies to service providers and vicarious agents commissioned by us. Processors employed by us in accordance with Art. 28 GDPR may also receive data for the purposes set out in more detail in this document. These are mainly companies in the fields of IT services, logistics, printing services, telecommunications, debt collection, consulting and, if necessary, sales and marketing. We only transfer personal data to third parties if this is necessary for the aforementioned purposes or if you have given your prior consent.

Data transfer to third countries (countries outside the European Economic Area – EEA) does not take place and is not intended in the future.

## **4. Duration of storage and deletion of personal data**

We store your personal data for the above-mentioned purposes. Your data will be processed for the first time from the time of collection, insofar as you or a third party provide it to us. We delete your personal data when the legal relationship with you on which the data processing is based has ended, all possible mutual claims have been fulfilled and there are no other legal storage obligations or legal justifications for storage. These include, among others, the retention requirements of the German Commercial Code (HGB) and the German Fiscal Code (AO). This means that we will delete your personal data at the latest after the statutory retention requirements have expired, which is usually 10 years after the end of the contract; if there are no retention requirements, this will already have taken place when the purpose of the processing no longer applies. Finally, the storage period is also assessed on the basis of the statutory limitation periods that are relevant in the context of our weighing of interests in individual cases, which, for example, according to §§ 195 ff. of the German Civil Code (BGB), are generally three years, but in certain cases can also be up to 30 years.

## **5. Your rights**

If you have any questions or complaints about data protection, please feel free to contact us at Teamdress Holding GmbH, Brandstücken 27, D-22549 Hamburg or by email: [datenschutz@teamdress.de](mailto:datenschutz@teamdress.de)

You have the right of access under Article 15 of the GDPR, the right to rectification under Article 16 of the GDPR, the right to erasure under Article 17 of the GDPR, the right to restriction of processing under Article 18 of the GDPR and the

right to data portability under Article 20 of the GDPR. The restrictions according to §§ 34 and 35 BDSG apply to the assertion of the right to information and the right of cancellation. In addition, there is a right of appeal to a data protection supervisory authority (Art. 77 DSGVO in conjunction with § 19 BDSG).

### **5.1. Right to object in individual cases**

If we process data in order to protect our legitimate interests (see 2.3 above), you have the right to object to this processing at any time for reasons arising from your particular situation. This also includes the right to object to processing for advertising purposes. If you file an objection, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing that outweigh your interests, rights and freedoms or the processing serves to assert, exercise or defend legal claims.

### **5.2 Right to object to advertising**

If we also process your personal data for the purpose of direct marketing, you have the right to object to this at any time. If you object to the processing for advertising purposes, we will no longer process your personal data for these purposes.

### **5.3 Right of withdrawal for consent**

Consent that has been granted can be withdrawn at any time with effect for the future (see 2.2 above). The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

The objection/withdrawal can be made in any form, e.g. by post or by email.

## **6. Provision of personal data**

As part of our business relationship, you must provide the personal data that is necessary for the establishment and execution of the business relationship and the fulfilment of the associated contractual obligations or that we are legally obliged to collect. Without this data, we cannot establish and maintain any contractual relationships with you.

## **7. Automated decision-making**

No automated decision-making, including profiling, takes place in accordance with Art. 22 GDPR for the establishment and execution of our business relationship.

## **8. Origin of data**

We process personal data that we receive from our customers in the course of our business relationship. We also process personal data that we are permitted to obtain from publicly accessible sources, e.g. from debtor directories, land registers, commercial and association registers, the press and the internet. We also use personal data that we legitimately receive from third parties, such as credit reference agencies.

## **9. Changes**

We may update our data protection information from time to time and will notify you of any changes.

November 2024