

**Data protection declaration for business partners:**

We inform you herewith how we handle your personal data.

**1. Why do we store data about you? (processing purposes and legal basis)**

We process your personal data which you provide within the scope of the business relationship or which we acquire from you.

We process data within the scope of pre-contractual measures, e.g. drawing up of offers.

For the initiation of contract, for the conclusion of contract and finally for the fulfillment of contract with evopro systems engineering AG it is absolutely necessary that the following data of the business partners and their contact persons are acquired and processed. Without these data we are not able to enter into a business relationship with the business partner or to provide contractual services within the scope of an existing business relationship.

**2. Which of your data do we process?**

- Contact information (first name / surname / address / contact person / department / function / email / phone number / fax)
- Payment data (bank details / tax number)
- Contracts and project documents)

**3. Do we pass on your personal data?**

We transmit data to the following categories of recipients, provided that this is necessary for fulfilling the contract:

- Customs authorities, supervisory authorities, subcontractors, shipping companies, public authorities if there is a legal interest, system providers

**4. Mandatory provision of data**

The provision of your data is necessary for concluding the contract with you. If you do not provide the data, the employment contract cannot be concluded.

**5. When do we delete your data?**

Data subject to statutory retention periods are retained and routinely deleted after expiry of the statutory period, if they are no longer necessary for fulfilling the contract.

**6. Data integrity**

We protect your personal data from the risks associated with data processing, in particular from unauthorized access, use or publication. For this purpose we maintain appropriate technical and organizational measures being based on the current state of the art.

## **7. How can you have your data changed or deleted by us?**

On your request, we will correct, block or delete the data stored concerning you, provided that other legal regulations (e.g. storage obligations regarding invoices) do not conflict with that.

See contact under point 8

## **8. Your rights regarding your data**

You have the right to inform yourself which of your data we are processing (right of information), to have incorrect data corrected (correction), to have your data deleted unless they have to be processed for the fulfilment of contract or due to other legal bases (deletion). Furthermore, you can have your data blocked (restriction of processing), object to the processing of your data and, if necessary, have your data transferred (data transferability).

You can revoke any consent you have given in writing at any time (right of revocation).

In one of the above mentioned cases, please consult our contact under point 8

## **9. Contact**

If you have any questions about our information concerning data protection or processing of your personal data, you can approach our contact persons directly. They are also available as contact persons in case of requests for information, suggestions or complaints

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## **10. Public procedure directory**

Public procedure directory <https://www.evopro-ag.de/download/oeffentliches-verfahrensverzeichnis/>

## **11. Appeals**

If you believe that the processing of your data violates the data protection law or your data protection rights have otherwise been violated in any way, you can complain to the supervisory authority.