

Business Partner Data Protection Notice

This Business Partner Data Protection Notice informs you about the processing of your personal data at **NBK Keramik GmbH**, Reeser Strasse 235, D – 46446 Emmerich am Rhein (abbreviated as NBK).

Pursuant to Article 4 Letter 1 General Data Protection Regulation (GDPR), your personal data include all information that refers to your person or could refer to your person especially by reference to an identifier such as a name or to an organisation or client number that can identify your person.

We are providing this Business Partner Data Protection Notice as a responsible office to explain our data processing processes regarding our suppliers, customers and Business Partners (collectively “**Business Partners**”) as well as their employees that are associated with NBK.

Scope

This notice applies if you are an independent Business Partner of NBK (e.g. as a supplier, customer or consultant) or if you are an employee of a Business Partner that is acting on behalf of the Business Partner with NBK.

Categories of personal data and data sources

NBK processes the following personal data about your company or third parties (e.g. your supervisor, government authorities or public resources):

- **Personal data related to independent Business Partners:** name, business contact information, services or products offered, contract information, communication content (such as emails or business letters), payment information, invoice information and business relationship history
- **Personal data related to employees of a Business Partner:** name, business contact information, employer name, title/position and communication content (such as email or business letters)

Purposes of processing and legal basis of data processing

NBK processes your data for the following purposes:

- To fulfil contractual commitments pursuant to Article 6 Subs. 1b GDPR, i.e. initiating, concluding, performing and ending a contract regarding products or other agreements with you or third parties.
- As part of the balancing of interests pursuant to Article 6 Subs. 1f GDPR, we process your data if necessary beyond the actual performance of the contract to safeguard our legitimate interests or those of third parties, e.g. processing in internal telephone and contact lists (intranet), internal and external communication, data transmission within the company for internal management purposes, e.g. for project management, guaranteeing IT security and IT operations, measures for building and plant security (e.g. access controls), measures for business management and further development of services and products, risk management in the company group, preventing criminal acts, asserting legal claims and defending against legal disputes, marketing measures such as sending newsletters to customers, preparing, carrying out and evaluating participation in trade fairs, procuring products and services, initiating customer contracts, applying for, carrying out and invoicing subsidised projects, etc.
- Based on your consent pursuant to Article 6 Subs. 1a GDPR provided that you have given us consent to process personal data for specific purposes, e.g. registering for the newsletter etc.
- Based on legal requirements pursuant to Article 6 Subs. 1c GDPR, i.e. various legal commitments e.g. § 257 German Commercial Code and § 147 German Fiscal Code and the Principles for Properly Maintaining and Keeping Books, Records and Documents in Electronic Form and for Data Access (GoBD) for keeping tax-relevant data, the German Social Code and other relevant laws.

Recipient categories

At our company, the only employees who receive access to your data are those who need it to fulfil our contractual and statutory obligations.

Service providers and vicarious agents that we contractually obligate can receive data for these purposes if the persons involved are obligated to confidentiality and written data-protection instructions are respected. These are primarily companies from the categories listed in the following: support/maintenance of computer IT applications, website hosts, archiving, call centre services, document and data storage media destruction, purchasing/procurement, debt collection, attorneys for asserting or defending legal claims, payment card processing such as credit cards, letter shops, marketing agencies, tax advisers for creating monthly and annual report figures, mail and transportation services, funds transfer.

Moreover, third parties may receive data for specific purposes if that is required to initiate, conclude, perform or terminate a contract with you or third parties as part of your contractual relationship for the above-stated purposes of data processing and the legal basis that processing data is required or if you have given us consent.

Retention period

NBK and our service providers store personal data as long as is necessary to fulfil our commitments. The data is secured as long as is necessary for this purpose pursuant to applicable data protection law. As soon as NBK no longer needs the data to fulfil contractual or statutory commitments, they are removed from our systems and records, and/or actions are taken so that your personal data are properly anonymised so that they are no longer identifiable unless we have to retain your personal data to comply with statutory or regulatory commitments to which NBK is subject. For example, due to retention periods required by law derived from the German Commercial Code and the tax code and are mainly between six and 10 years or for preserving evidence within a period of limitation that normally is three years long, but can last up to 30 years.

Your rights

If you have given your agreement regarding certain processing activities, you can revoke it at any time with future effect. This revocation will not affect previous data processing.

According to applicable data protection law, you have the right:

- a) to consult your personal data
- b) to obtain rectification of your personal data from us
- c) to request erasure of your personal data
- d) to require restrictions on processing your personal data
- e) to request that your personal data are transferred
- f) to object to the processing of your personal data.

Take note of the fact that the above-stated rights may be restricted by national law.

Right of access: You have the right to receive a confirmation from us of whether we process your personal data and the right to receive access to these data. The access information includes – inter alia – the purposes of processing, the categories of personal data, the data subjects and the recipients or categories of recipients. However, this is not an absolute right, and the interests of other persons may restrict your right of access. You have the right to obtain a copy of the personal data undergoing processing. We have the right to charge a reasonable fee based on administrative costs for further copies that you request.

Right to erasure (right to be forgotten): Under certain circumstances, you have the right to erasure of personal data concerning you.

Right to restriction of processing: Under certain circumstances, you have the right to obtain from us restriction of processing your personal data. In this case, the data will be marked and may only be processed for a specific purpose.

Right to data portability: Under certain circumstances, you have the right to receive the personal data concerning you, which you have provided to us, in a structured, commonly used and machine-readable format, and you have the right to transmit these data to another entity without hindrance.

You also have the right to lodge a complaint with the competent supervisory authority.

Right to object pursuant to Article 21 GDPR

The data subject has the right to object, on grounds relating to his or her particular situation, at any time to the processing of personal data concerning him or her which is based on Article 6 Subs. 1 Letters e or f.

As NBK processes and uses your personal data primarily for purposes of the contractual relationship with you, NBK will in principle have a legitimate interest for processing your data which will override your objection request. To exercise this right, please contact us as stated in the "Questions" section below.

NBK does not engage in automated decision-making according to Article 22 Subs. 1, 4 GDPR.

Questions:

If you have any questions about this notice or your rights, please contact us at info@nbk.de.

NBK's data protection officer can be contacted at:

BITsic -Data protection and information security-

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