



## Declaration on data processing (in accordance with the General Data Protection Regulation) at MFG Metall- und Ferrolegierungsgesellschaft mbH Hafner, Blondin & Tidou (Edition 2018)

### 1. Preamble

Data protection is important to us: Therefore, we collect and process your data in accordance with statutory provisions, in particular the EU General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG) as well as other legal principles, such as the Teleservices Media Act (TMG) in the field of electronic communication. With this declaration, we comply with our information and transparency obligations regarding the collection and processing of your personal data.

### 2. Responsible body

Responsible for the processing of your personal data is MFG Metall- und Ferrolegierungsgesellschaft mbH Hafner, Blondin & Tidou (hereinafter referred to as MFG mbH), Rudolf-Diesel-Straße 9, 40670 Meerbusch, Phone +49 (0) 2159 / 6963-0 Fax: +49 (0) 2159 / 6963-101, E-Mail: [datenschutz@mfg-germany.com](mailto:datenschutz@mfg-germany.com). The company is represented by the management: Thomas Hafner, Bernd Blondin, Chantal Tidou. For questions and information about the privacy declaration you can reach us under the above contact details.

### 3. Data Protection Officer

Data Protection Officer is Mr. Fabius Fuchs. He can be reached under MFG Metall- und Ferrolegierungsgesellschaft mbH Hafner, Blondin & Tidou, Rudolf-Diesel-Straße 9, 40670 Meerbusch, Phone +49 (0) 2159 / 6963-0 Fax: +49 (0) 2159 / 6963-101, E-Mail: [datenschutz@mfg-germany.com](mailto:datenschutz@mfg-germany.com).

### 4. Type, extent and origin of collected data

In principle, MFG mbH collects personal data directly from you. We only collect the personal data that is necessary for the respective purpose of the contract (principle of data economy). Additional information is voluntary. MFG mbH collects and processes:

- customer master data such as name, address, place of residence, etc.
- data for delivery note and invoicing (deviating billing address, delivery address, VAT-No.)
- bank details for payment processing
- information on consent to advertising, use of your e-mail address or telephone number for advertising by MFG mbH and for creating profiles, presentations.

As a rule, you provide us with the said data with your initial contact. In certain cases, however, we may receive personal information from third parties.

### 5. Purposes of processing personal data, legitimacy

We collect and process your data for the following purposes:

- the submission of tenders and the necessary disclosure of information that will be required to complete the overall offer
- the conclusion of the contract, the fulfillment of the contract and the customer service
- for credit check before entering into a customer relationship
- for information about products and services of MFG mbH
- for statistical evaluation for the (marketing) development based on calculated key figures, as well as for the analysis of existing contractual relationships, improvement or termination
- to fulfill legal obligations or regulatory requirements

The processing takes place according to the legal regulations, i.a. the GDPR, the BDSG and the TMG. The legal basis for processing the data is, in particular, Article 6 (1b) GDPR. Thereafter, the processing of personal data is permitted, provided that the processing is necessary to fulfill the contractual obligations with you, or to carry out any pre-contractual actions that may be required upon request.

### 6. Way of data processing

MFG mbH makes sure that your personal data is processed in a manner that ensures the protection of your data. The data is processed by electronic means and in paper form. In doing so, we adhere to the security standards to protect your privacy and the risk of access to this data by unauthorized persons. We have made extensive technical and organizational arrangements to protect your information from loss, manipulation, destruction and unauthorized access. Our security measures are constantly being improved in line with technological development and legal requirements.

The data, properly grouped into categories, will be used further for some statistical analysis and marketing reports, but will be largely anonymous or pseudonymized.

### 7. Data recipients

The collecting agency is MFG mbH. It stores all data necessary for contract fulfillment and customer care in its IT systems. In the context of customer acquisition and loyalty campaigns, your data is collected via sales representatives as well as our sales staff.

In order to provide our contractual services, MFG mbH makes use of selected service companies which, to the extent required, can access your data and use it exclusively for the fulfillment of the orders we have placed.

Data receivers are accordingly

- IT service and consulting companies
- financial institutions
- commercial agents
- external service providers
- business consulting and business and tax audit firms
- authorities, e.g. fiscal authorities

If required and permitted by law, prior to concluding a contract to review your inquiry / order and, if necessary, in the course of the business relationship, your data may be transferred to credit-worthy credit reporting agencies for the purposes of credit checks or information gathering. In case of default payment, we reserve the right to transfer your data to debt collection agencies or lawyers for the purpose of recovery.

All commissioned and contracted service companies are checked for their privacy standards and commitment to compliance with legal data protection regulations before the contract is awarded. Any further disclosure of data to third parties commissioned by us will not take place, unless we are legally entitled or obliged to do so or you have previously given us your consent.

### 8. Duration of data storage

MFG mbH stores your customer data for the period of the fulfillment of the contractual relationship (s) as well as in the presence of a legitimate interest (for example, outstanding payments) beyond the contractual relationship. The storage period depends on the statutory limitation periods, e.g. according to §§ 195 ff. of the German Civil Code (BGB) can be up to 30 years, the period of limitation is three years.

In addition, we are subject to various storage and documentation obligations, e.g. from the Commercial Code (HGB) or the Tax Code (AO). The deadlines for storage and documentation are six to ten years.

### 9. Rights of persons affected

MFG mbH protects your rights according to the GDPR, in particular you have the right

- to obtain information from us as to whether we are processing personal data concerning you. If so, you may receive information about such personal data as well as all processing and uses described in this information
- of correction and deletion or restriction of the processing of your personal data, as far as there are no legal requirements. MFG mbH has a corresponding deletion concept
- to review your data, especially in a structured, common and machine-readable format
- of revocation of consent for the use of voluntarily reported data, e.g. your phone number
- to object to the use of your data for direct marketing by MFG mbH
- a case-related opposition due to a special personal situation against the use of your data, which we process in the legitimate interest (in accordance with Article 6 (1) (f) of the GDPR)

To assert your rights, please contact MFG Metall- und Ferrolegierungsgesellschaft mbH Hafner, Blondin & Tidou, Rudolf-Diesel-Straße 9, 40670 Meerbusch, Phone +49 (0) 2159 / 6963-0 Fax: +49 (0) 2159 / 6963-101, E-Mail: [datenschutz@mfg-germany.com](mailto:datenschutz@mfg-germany.com).

If you believe that the processing of your personal information violates the GDPR, you may lodge a complaint with a regulator, your workplace or the location of the alleged breach. You may also consult the Data Protection Officer on any matter related to the processing of personal data and the exercise of your rights under data protection law.