

**Information on collection of personal data
according to the GDPR
for business partners/suppliers**

The EU General Data Protection Regulation requires us to provide you with comprehensive information for processing of your personal data. In compliance with this obligation, we inform you of the following:

I. Processor

1.1 Name and contact details of the controller

ECOVIS International e.V.
c/o ECOVIS ws&p ag,
Mühlebachstrasse 2,
8008 Zürich

Email: zuerich@ecovis.ch
Phone: +41 44 268 25 55
Fax: +41 44 268 25 59

1.2 Name and contact details of the representative in the EU according to sect. 27 GDPR

ECOVIS Webservice GmbH
Ernst-Reuter-Platz 10
10587 Berlin

Email: info@ecovis.com
Phone: +49 30-31 00 08 55 5
Fax: +49 30-31 00 08 55 6

II. Processing scope

2.1 Categories of personal data concerned that are processed

In the scope of our business relationships and depending on the specific purpose for which we collect your data, we regularly process personal data also if

you are a legal entity. This is the case, for example, if we collect data of persons from the management, personal contacts at your company such as sales employees, key account managers or other persons in departments of your company who are responsible for our business relationships.

In the scope of this, we collect the following data or data categories:

General:

Identification data	Function in the company
Address data	Professional activities
Contact data	Complaints/incidents

2.2 Source of personal data

We generally collect your data in direct contact with the data subject. However, it is also possible that you may submit data on persons who are responsible for us in your company to us.

2.3 Duration of storage of the data

The personal data collected by us will be stored according to the proviso of our erasure concept until the end of the statutory archiving obligation; they will then be erased, except if we are obligated to archive the data for a longer period according to section 6 para. 1 s. 1 lit. c GDPR due to archiving and documentation obligations or if you have consented to storage beyond this according to sect. 6 para. 1 s. 1 lit. a GDPR.

Subject to such archiving obligations, data are deleted if the purpose for which they were collected has ended.

As far as legally permitted, data will also be stored if this is required to assert or defend any legal claims.

2.4 Purposes of processing

The purposes of processing of your data are processing of a business relationship between us, including communication between us, in particular for processing of the payment transactions, accounting and performance of the contractual obligations between us.

2.5 Legal basis for processing

We only process your data if there is a legal basis for it. This is the case according to sect. 6 para. 1 GDPR when at least one of the following provisions is met:

- a. you have given **consent** to the processing of your personal data for one or several specific purposes
- b. processing is necessary for the **performance of a contract** to which you are a party or in order to **take steps** at your request **prior to entering into a contract**;
- c. processing is necessary for **compliance with a legal obligation** to which we are subject;
- d. processing is necessary in order to protect the **vital interests** of the data subject or of another natural person;
- e. processing is necessary to **maintain our legitimate interests** except where such interests are overridden by your interests or fundamental rights and freedoms which require protection of personal data.

We will therefore process your data if

- a. you have given us your consent to do so;
- b. processing is required in the scope of processing of a contract concluded between you and us;
- c. processing is required in the scope of contract preparation;
- d. there is an emergency in which the protection of personal data must be put behind vital interests;
- e. your interests are not overruling in the scope of consideration of interest and in particular under consideration of your reasonable expectations, foreseeability of the processing performed by us, the relationship between us on the one hand and our legal, economic and ideational interests or those of a third party on the other hand.

2.6 Legitimate interests within the meaning of sect. 6 para. 1 lit. f GDPR

Our legitimate interests – or those of a third party – may be

- a. the presence of a legal relationship between us;
- b. the prevention of fraud;
- c. measures to ensure and improve the safety of IT systems;

- d. measures to protect our company from illegal actions and
- e. internal administrative purposes, in particular exchange of data within our group of companies.

2.7 Legal or contractual obligation to provide the data

An obligation to provide data may result

- a. from a contract you have concluded with us and the performance of which data collection serves in the cases of item 2.5 lit. b;
- b. from the statutory provisions we are subject to or – in accordance with sect. 6 para. 2 and 3 GDPR – the law of the European Union or the law of the member states of the European Union in the cases of item 2.5 lit. c.;
- c. from general support or contractual secondary obligations that are not specifically targeted at data collection in the cases of items 2.5 lit. d. and e.

2.8 Requirement of the provision of data for conclusion of a contract

The data collected by us are usually mandatory for founding and processing of a business relationship, including meeting the obligations resulting from this.

2.9 Other obligation to provide the data

There usually is no other obligation to provide the data.

2.10 Possible consequences of not providing data

Not providing personal data of persons working for your company usually only makes communication between us considerably more difficult or impossible - e.g. in the area of communication by email.

2.11 Presence of automated decision-making (including profiling)

We do not use any automated supervision or evaluate systems.

III. Forwarding and other countries

3.1 Recipients or categories of recipients of the personal data

The data collected by us will be forwarded to other recipients and third parties as well under consideration of the statutory provisions. These specifically are:

Internal recipients:

- Management Board
- Supervisory Board
- Purchase / procurement
- Accounting/ bookkeeping

External recipients:

- Members of the association
- Tax advisor
- Auditor
- Financial administration
- Lawyer
- External data processors (contract processors)

External data processors may be from the areas of archive, maintenance and care for EDP systems or the company website or marketing. These usually are contract processors within the meaning of sect. 4 no. 10 GDPR, so that processing of the data through them does not constitute transmission within the meaning of sect. 4 no. 2 GDPR.

3.2 Intention of the controller to transmit personal data to a third country or an international organisation

Usually we do not intend to transmit personal data to a third country or an international organisation. In case we do this is required to fulfil contractual obligations between us. Depending on the contractual obligations, the personal data will be transmitted to the particular countries, that can be also third countries all over the world.

3.3 Presence or absence of a commission decision on appropriateness

There is no commission decision on appropriateness that covers the transfer of personal data to all countries our members are located in and where particular contractual obligations between us have to be fulfilled.

3.4 Reference to suitable or appropriate safeguards

There are no appropriate safeguards.

3.5 Derogations for specific situations

In the absence of an adequacy decision, or of appropriate safeguards a transfer of personal data to a third country is admissible, if the transfer is necessary for the conclusion or performance of a contract concluded in your interest between the controller and another natural or legal person, such as our business relationship.

IV. Your rights

4.1 You as the data subject have various rights under the General Data Protection Regulation. These are

- the right to access to the data concerning you that are stored by us (sect. 15 GDPR)
- the right to rectification of incorrect data (sect. 16 GDPR)
- the right to erasure of the data if there is no legal basis for continued storage (sect. 17 GDPR)
- the right to restriction of processing of the data to specific purposes (sect. 18 GDPR)
- the right to data portability (sect. 20 GDPR) and
- the right to object to processing of your data (sect. 21 GDPR).

If processing of your data is based on consent (see item 2.5 lit. a), you have the right to withdraw your given consent at any time. The legality of the processing taking place based on given consent until the withdrawal is not affected by the withdrawal.

Separate information about the right to object under Article 21 GDPR

According to Article 21 (1) of the GDPR, you have the right at any time, for reasons arising from your particular situation, to object to the processing of personal data relating to you pursuant to Article 6 (1) (f) of the GDPR (processing to safeguard the legitimate interests of the responsible entity or a third party).

If you object, we will no longer process your personal data, unless we can demonstrate compelling legitimate grounds for processing that outweigh your interests,

rights and freedoms, or the processing is for the purpose of asserting, exercising or defence of legal claims.

If the processing is to operate direct mail, you have the right, under Article 21 (2) GDPR, to object at any time to the processing of personal data relating thereto for the purpose of such advertising; this also applies to the profiling, as far as it is associated with such direct mail.

In addition to this, you have the right to complain to a supervisory authority in accordance with sect. 77 GDPR if you believe that processing of the data concerning you violates provisions under data protection law.