

Attachment to the complete information according to Art. 13 & 14 GDPR (GENERAL DATA PROTECTION REGULATION)

Information according to Art. 13 & 14 GDPR	Information for business customers
1. Person / Company who will be processing the data	
Name and contact data of the responsible company (Art. 13 (1) lit. a GDPR)	SINC NOVIATION Nettetal GmbH Poststraße 10, 41334 Nettetal Phone: +49 (0) 21 57/12 19-0 Fax: +49 (0) 21 57/13 22 01 e-mail: contact-nettetal@sincnovation.com www: www.sincnovation.com
Contact data of the data protection officer (Art. 13 (1) lit. b GDPR)	CE21 - Gesellschaft für Kommunikationsberatung mbH Dirk Fromm, Bergfeldstraße 11, D-83607 Holzkirchen NL NRW: Donnerbachweg 1, D-53332 Bornheim Phone: +49 89 7167211-30, E-Mail: dirk.fromm@ce21.de
1.1 Scope	
the categories of personal data concerned (Art. 14 (1) lit. d GDPR)	We collect and save the following categories of personal data related to you, as for example: <ul style="list-style-type: none"> • name and first name • address/ contact data • communication data • credit ratings data for companies • Declaration of content regarding data security
Source of the personal data and if applicable, whether it came from publicly accessible sources (Art. 14 (2) lit. f GDPR)	As source we use your personal data from direct collections or collections by third parties. With the direct collection you are involved. With the collection by third parties we receive your credit rating data from credit reporting agencies.
the period for which the personal data will be stored, or if that is not possible, the criteria used to determine that period (Art. 13 (2) lit. a, Art. 14 (2) lit. a GDPR)	Your data is saved as long as this is absolutely necessary for a certain purpose, however, only as long as any statutory provisions (compulsory safekeeping) demand this. As soon as the purpose is inapplicable or a deadline for saving according to the mentioned provisions has come to end, the personal data will be locked or deleted. In some cases we save the data from the contract relationship to secure evidence. The regular prescription period is three years.
the purposes of the processing for which the personal data is intended (Art. 13 (1) lit. c GDPR)	Your personal data will be processed or saved by us for the purpose of <ul style="list-style-type: none"> • Execution of pre-contract steps • Fulfilment and execution of an existing contract relationship with you • complying with the resulting legal obligations.
Statutory source for the processing (Art. 13 (1) lit. c, Art. 14 (1) lit. c GDPR)	We process your personal data for executing pre-contract steps following your request as well as for the purpose of fulfilling the contract of which you are the contract party (article 6 (1) lit. b GDPR)

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Legitimate activities in the sense of 6 (1) lit. f, which are followed by the responsible person (Art. 13 (1) lit. d, Art. 14 (2) lit. b GDPR)*	Our legitimate activities (Art. 6 (1) lit. f GDPR) are to avoid non-payments.
Provision of personal data required for the conclusion of the contract (Art. 13 (2) lit. e GDPR)	Your data is required for the conclusion of the contract. Without these data it is not possible to conclude a contract.
the existence of automated decision making, including profiling, referred to in Art. 22 (1) und 4 GDPR or – at least in those cases – meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject (Art. 13 (2) lit. f, Art. 14 (2) lit. g GDPR)	We do not use any programs for automated decision making and profiling.
1.2. Data transfer and international dimension	
Recipients or categories of recipients to whom the personal data have been or will be disclosed (Art. 13 (1) lit. e, Art. 14 (1) lit. e GDPR)	Data from our contract will be transferred to our tax accountant and to the tax office. We work together with external service providers exclusively based on order-oriented processing contracts according to article 28 GDPR. If we transfer your personal data to third parties, we will inform you explicitly in the description of the respective data processing.
1.3. Rights of the affected persons	
Notification obligation regarding rectification or erasure of personal data or restriction of processing (Art. 13 (2) lit. b, Art. 14 (2) lit. c GDPR)	You have the: <ul style="list-style-type: none"> • right to information according to article 15 • right to rectification according to article 16 • right to erasure (right to be forgotten) according article 17 p 1 • right to restriction of processing according to article 18 • right to withdraw the consent according to article 21 • right to data transfer according to article 20
where processing is based on point Art. 6 (1) lit. a or Art. 9 (2) lit, the existence of the right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal (Art. 13 (2) lit. c, Art. 14 (2) lit. d GDPR)	You have the right to withdraw the consent according to article 21 article 4
the right to lodge a complaint with a supervisory authority (Art. 13 (2) lit. d, Art. 14 (2) lit. e GDPR)	At any time you are entitled to lodge a complaint with a supervisory authority. The following institution is responsible for us: <ul style="list-style-type: none"> • Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen • Kavalleriestr. 2-4, 40213 Düsseldorf