Information about how your business partner data is processed

This document contains information about the processing of your personal data and the rights you have under data protection law.

Who is the data processing controller and who is the data protection officer?

Data processing controller:
VEMAG Maschinenbau GmbH
Weserstr. 32
27283 Verden (Aller), Germany

Telephone: 04231 777-0
Email address: e-mail@vemag.de

Our data protection officer(s) can be reached at the above address or at: datenschutz@vemag.de. The contact details are also available on the Internet at https://www.vemag.de/en/privacy-policy/

What categories of data do we use in our role as business partner and where does the data come from?

The categories of personal data processed may include, in particular, your

- Master data (such as forename, surname, name suffixes, nationality and business partner number),
- Business contact details (such as company name, address, (mobile) phone number, email address) and
- Other data from the contract relationship (for example order history, emails, contracts etc.)

unless they are exclusively company-related.

As a rule, your personal data will be collected directly from you when initiating or fulfilling the contract. In certain constellations, your personal data will also be collected by other bodies on the basis of legal regulations. Your personal data may also be collected, provided that it is transmitted to us by a business partner (for example agency, representative or publisher) and there is an appropriate legal basis for collecting it.

For what purposes and on what legal basis is my data processed?

As a rule, we process your data so that we can identify you as a business partner, communicate with you and provide you with appropriate advice. Your processed data is used to fulfil a contract or to carry out pre-contractual actions (Article 6 (1) (b) of the GDPR) with the company for which you work. In addition, compliance with a legal obligation may make the processing of your data necessary (Article 6 (1) (c) of the GDPR).

In individual cases (for example after you have registered for our newsletter), we process your data on the basis of your consent (Article 6 (1) (a) of the GDPR) or, for example, for more efficient cooperation (legitimate interest (Article 6 (1) (f) of the GDPR)).

We also process your data in order to safeguard the legitimate interests of ourselves or third parties. This includes, among other things, processing of your data for the security of our IT systems and applications.

In addition, European Anti-Terrorism Regulations 2580/2001 and 881/2002 require us to compare your data against "EU terrorist lists" to ensure that no funds or other economic resources are made available for terrorist purposes.

Advertising by post, electronic communication (email) and telephone

We use your business contact information (for example surname, forename, role, company address, telephone number, email address) that we collect from you in the context of concluding a contract (for

example, when you place an order) to send you advertising by post, email or telephone about our products and/or events that may be of interest to you.

Your contact information is processed on the basis of the following legal provisions:

- By post: Art. 6 (1) (f) of the GDPR concerning "legitimate interest".
- By email: Art. 6 (1) (f) of the GDPR concerning "legitimate interest" in conjunction with Art. 7 (3) of the UWG (*Gesetz gegen den unlauteren Wettbewerb — Act Against Unfair Competition*).
- By telephone: Art. 6 (1) (f) of the GDPR concerning "legitimate interest" in conjunction with Art. 7 (2) of the UWG (*Gesetz gegen den unlauteren Wettbewerb — Act Against Unfair Competition*).

You can object to the use of your email address for marketing at any time. You can object to the use of your email address for marketing in any of the following ways:

- By sending an email to e-mail@vemag.de
- By writing to Vemag Maschinenbau GmbH, Marketing, Weserstr. 32, 27283 Verden (Aller), Germany

Your personal data may be forwarded to external service providers (for example letter shops) for the marketing purposes mentioned above. In such cases, the processors will comply with the requirements of Art. 28 of the GDPR.

If we wish to process your personal data for a purpose not mentioned above, we will inform you in advance.

Who receives my data?

Internal recipients:
Within the company, only those individuals and entities that need your personal data to fulfil our contractual and legal obligations will receive your personal data.

External recipients:
We sometimes use external service providers to fulfil our contractual and legal obligations. We have carefully selected these service providers and commissioned them in writing. They are bound by our instructions and are regularly monitored by us. If necessary, we have an order processing contract with them which complies with Art. 28 GDPR. The service providers will not use your data for their own purposes or forward it to third parties.

Central external service providers:

- **Microsoft Ireland Operations Ltd (Microsoft 365, Microsoft Teams):**

  We use Microsoft 365 and Microsoft Teams to conduct our usual office communications, administration, contact management and for conference calls, online meetings, video conferences and/or webinars. If we record online meetings, we will notify you prior to the start and, if necessary, ask for your verbal consent. If you do not want to be recorded, you can leave the online meeting. If necessary for the purposes of logging the results of an online meeting, we will log the chat content. Further information on data processing when using audio and video conferencing systems can be found in our general privacy policy.

  Microsoft 365 and Microsoft Teams are a service provided by Microsoft Ireland Operations Ltd. For this purpose, we have concluded an order processing contract with the provider.

  The use of "Microsoft Teams" results in various types of data being processed. The scope of the data also depends on what information you provide before or during an "online meeting".

  The following personal data is processed:
  - User details: display name, email address, profile image (optional) and preferred language
  - Meeting metadata such as date, time, meeting ID, phone number and location

- Text, audio and video data: You may be able to use the chat function in an online meeting. In this case, the text you enter will be processed so that it can be displayed in the online meeting.

To allow video and audio to be displayed, the data is processed by the microphone on your device and a video camera on your device throughout the duration of the meeting. You can turn off the camera or mute the microphone yourself at any time using the "Microsoft Teams" applications.

If there is no contractual relationship with you, the legal basis for processing your personal data is Art. 6 (1) (f) of the GDPR. In this case, our interest is to conduct online meetings effectively.

When using Microsoft 365, some personal data is transferred to third party countries outside the EU/EEA (usually the USA).

These third party countries may not have an adequate level of data protection and there may not be adequate guarantees for the protection of your data (lack of enforceability of data subject rights and possible, disproportionate access by government authorities to your data).
The standard EU contractual clauses are concluded under the Microsoft licence agreements. All data is encrypted during transmission and storage.

If you do not want your data to be transmitted to these third-party countries, you cannot use the service.

If there is no contractual relationship with you, the legal basis for processing your personal data is Art. 6 (1) (f) of the GDPR.

Microsoft's Privacy Notice is available here: https://privacy.microsoft.com/de-de/privacystatement resp. https://learn.microsoft.com/en-us/microsoftteams/teams-privacy

- **SAP Deutschland SE & Co. KG (ERP system including hosting)**

In connection with the implementation and organisation of our business processes, various data, some of which may have personal references (for example contact details/contact person details), is also processed using software solutions from SAP Deutschland SE & Co. KG, Hasso-Plattner-Ring 7, 69190 Walldorf, email: info.germany@sap.com.

This integration supports the provision of contractual services or can be used to initiate a contract. SAP software helps companies control their business processes and ensure the correct flow of information throughout the company — from purchasing and accounting to production and logistics.

We have signed an order processing agreement (AVV) with SAP which complies with Art. 28 of the GDPR. This contract is based on data protection law, which ensures that it only processes the personal data of our (potential) business partners as per our instructions and in compliance with the GDPR.

- **TACTO Technology GmbH (TACTO tool for supplier management)**

In connection with the recording of the supplier information disclosure, various data that may in part have personal references (for example acquisition of contact details/contact person details as well as, if applicable, the recording of certificates and supply chains) may be processed. For this purpose, we use a SaaS solution from Tacto Technology GmbH, Brienner Strasse 41, 80333 Munich, Germany, email: hello@tacto.ai.

This integration is required to support the provision of contractual services or to initiate a contract under Art. 6 (1) (b) of the GDPR, although it must be noted that the processing of personal data is incidental and, in particular, any business intelligence evaluations created using the TACTO tool are only normally used to evaluate non-personal data (such as price developments, delivery reliability etc.).

In principle, the TACTO tool can only be used by data subjects if: 1) the data subject has a valid email address and 2) the data subject has received an invitation link and has undergone a double opt-in procedure.

We have signed an order processing agreement (AVV) with TACTO which complies with Art. 28 of the GDPR. This contract is based on data protection law, which ensures that it only processes the personal data of our (potential) business partners as per our instructions and in compliance with the GDPR.

The TACTO Privacy Notice is available here: https://en.tacto.ai/datenschutz.

- **Zoom (online conference tool)**

At the customer's request, we use the online conference tool Zoom to communicate with our customers and to provide certain services (e.g. live broadcasts to demonstrate products) (Art. 6 para. 1 lit. b GDPR). If we record online meetings, we will inform you of this before the start and - if necessary - ask for your verbal consent. The recording will be indicated by an icon on the screen. If you do not wish to be recorded, you can leave the online meeting. The use of Zoom e-mail notifications and the meeting-independent chat function is not intended. If it is necessary for the purpose of logging the results of an online meeting, we will log the chat content. Further information on data processing when using audio and video conferencing systems can be found in our general privacy policy.

When using the online conferencing tool Zoom, your personal data will be collected and processed by us and the provider of the service. The provider of the online conferencing tool Zoom is Zoom Communications Inc, San Jose, 55 Almaden Boulevard, 6th Floor, San Jose, CA 95113, USA. Details on data processing can be found in Zoom's privacy policy: https://explore.zoom.us/de/privacy/.

Data transmission to the US is based on the Standard Contractual Clauses (SCC) of the European Commission. Details can be found here: https://explore.zoom.us/en/privacy/.

The company is certified in accordance with the "EU-US Data Privacy Framework" (DPF). The DPF is an agreement between the European Union and the US, which is intended to ensure compliance with European data protection standards for data processing in the US. Every company certified under the DPF is obliged to comply with these data protection standards. For more information, please contact the provider under the following link: https://www.dataprivacyframework.gov/participant/5728.

We have concluded a data processing agreement (DPA) for the use of the above-mentioned service. This is a contract mandated by data privacy laws that guarantees that they process personal data of our website visitors only based on our instructions and in compliance with the GDPR.

In addition, we may transmit your personal data to other recipients, such as cooperating companies (for example country representatives/agencies and suppliers) for establishing contact or to authorities for fulfilling legal notification obligations (for example criminal prosecution authorities).

What data protection rights can I claim as a data subject?

You can request information regarding the data stored about you at the above **address**. In addition, in certain conditions, you may request the **rectification** or **erasure** of your data. You may also **have a right to restrict the processing** of your data and a **right to receive the data provided by you** in a structured,

commonly used and machine-readable format. You also have the **right to lodge** a complaint with a data protection supervisory authority.

Right to object

If we process your data to safeguard legitimate interests, you can object to this processing for reasons arising from your specific situation. We will then no longer process your personal data unless we can demonstrate compelling legitimate reasons for the processing which override your interests, rights and freedoms or for lodging, exercising or defending legal claims.
You have the right to object to the processing of your personal data for direct marketing purposes without having to give reasons. If you object to the processing for direct marketing purposes, we will no longer process your personal data for these purposes.

You may claim your rights in writing to the address listed above or simply by sending an email to e-mail@vemag.de.

For how long will my data be stored?

We will delete your personal data as soon as it is no longer required for the purposes mentioned above. After termination of the contractual relationship, your personal data will be stored as long as we are legally obliged to do so. This normally results from legal documentation and storage obligations, which are the subject of various regulations, including the German Commercial Code (HGB) and the Fiscal Code (AO). The storage periods are then up to ten years.
In addition, it may be that personal data is retained for the period during which claims can be lodged against us (statute of limitations under Sections 195 ff. of the German Civil Code (BGB) of three or up to thirty years).

Will my data be transferred to a third country?

If we transfer personal data to service providers outside the European Economic Area (EEA), the transfer will only take place if the third-party country has confirmed to the EU Commission that it delivers an appropriate level of data protection or if other appropriate data protection guarantees (for example binding corporate data protection regulations or EU standard contractual clauses) are in place.
Furthermore, the transmission of data to a third country may also take place on the basis of an exception under Art. 49 of the GDPR if, for example, your consent has been given, the data transfer is necessary to fulfil an existing contract, or the transfer is necessary to fulfil one of your interests.
This means that at least part of your business contact data will also be processed outside the EU or the EEA, which is necessary for business correspondence with our customers or suppliers. This includes your name, location, email address and phone number. In such cases, the data is transmitted on the basis of an exception under Art. 49 (1) of the GDPR.

Are you obliged to provide your data?

In the context of our business relationships, you must provide the personal data required for the establishment, execution and termination of a business relationship and for the fulfilment of the associated contractual obligations, or that we are legally obliged to collect. Without this data, we will not be able to conclude, execute and terminate a contract with you.

To what extent do automated individual case decisions or profiling measures take place?

We do not use automated processing processes to make a decision — including profiling.

The latest version of this information can also be found on the Internet at https://www.vemag.de/en/privacy-policy/.

We will revise this Privacy Notice in the event of changes to data processing or if other occasions so require. You will always find the latest version on this website.

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