Information on the collection of personal data pursuant to Art. 13 GDPR (Obligation to inform)

With the following information we would like to inform you as a customer, business partner, applicant, supplier or interested party or as a contact person of a business partner, supplier or interested party about the processing of your personal data.

§ 1 Contact details

Responsible:	**Competent data protection supervisory authority:**	**Data Protection Officer:**
MFI GmbH	Der Landesbeauftragte für den Datenschutz und die Informationsfreiheit Baden-Württemberg	CTM-COM GmbH
Hirschmann-Ring-13		Marienburgstraße 27
71726 Benningen		64297 Darmstadt
Phone: 07144 80618-0	Postfach 10 29 32,	Phone: 06151 39 42 72
E-Mail: datenschutz@mfi-lb.de	70025 Stuttgart	E-Mail: datenschutz@ctm-com.de
	Phone: 0711 61 55 410	
	E-Mail: poststelle@lfdi.bwl.de	

§ 2 Information on the processing of personal data

(1)   Purpose of the processing of your personal data and the legal basis for the processing

Your personal data will be processed to the extent that this is necessary for the initiation or execution of a contract as well as for the implementation of other business relationships (including the processing of sales contracts, deliveries or payments) or for the creation of the contractual relationship of for the protection of the legitimate interests of MFI GmbH.

The legal basis, insofar as the processing takes place for the purpose of initiating or executing a contract, is Art. 6 (1) lit. B GDPR. If this is not the case, the processing of your personal data is carried out to protect the legitimate interests of MFI GmbH according to Art. 6 Para. 1 lit f GDPR, to fulfil legal obligations according to Art. 6 Para. 1 lit c GDPR or, if consent has been given, according to Art. 6 Para. lit a GDPR.

(2)   The following categories of data shall be collected:

We process personal data that we receive from you in the course of our business relationship and in connection with orders placed by you, your customers, suppliers or interested parties. We also process personal data that we lawfully obtain from public directories, official notices and other generally accessible sources, or that is made available to us by our contractual partners.

In addition to personal data or master data (name, address, associated company, function and contact details), relevant personal data for the processing of business relationships includes data on current and previous orders, payment and billing data, usage data and logs, as well as advertising and sales data and information comparable to the aforementioned categories.

(3)   Recipients or categories of recipients of the data

Within our company, those departments that need your data to fulfil our contractual and legal obligations as well as the legitimate interest will have access to your data. Processors used by us (Art. 28 GDPR) may also receive data for these purposes. These processors are companies in the following categories: IT services, logistics, printing services, telecommunications, marketing, legal and tax advice, debt collection companies, auditing and financial accounting.

In addition, to the extent permitted by law, we may disclose your personal information to government agencies (such as social security, tax or law enforcement authorities) and courts in the United States and abroad to comply with legal obligations or in the interests of the Company.

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No data will be transferred to countries outside the European Union (so-called third countries).

(4)   Duration of data storage

The personal data collected by us as part of the contract will be stored for the duration of the business relationship and then deleted, unless we instruct you otherwise.

- are obliged to store data for a longer period of time pursuant to Article 6 (1) (C) GDPR due to storage and documentation obligations (e.g. German Commercial Code HGB, German Criminal Code (STGB) or German Tax Code (AO)

- or if there is a legitimate interest in storing the data in accordance with Article 6 (1) f GDPR, for example during the current limitation period, which is usually three years but can be up to 30 years in certain cases

- or you have consented to further storage in accordance with Art. 6 (1) (A) GDPR.

Your data will be deleted as soon as it is no longer necessary to store it for the above-mentioned purposes, or if your revoke your consent.

§ 3 Your rights as a data subject

As a data subject, you have the following rights which you may exercise against us and/or our service providers.

- Right of access;
- Right of rectification or erasure;
- Right to restrict processing;
- Right to object to the processing;
- Right to data portability;

You may contact us at datenschutz@mfi-lb.de to exercise your privacy rights.

You have the right to complain to the relevant supervisory authority (see above) if there has been a data breach or a suspected data breach.

§ 4 Reason for providing your data and possible consequences of not providing it

If you do not provide us with your personal data, we will not be able to process it for the purposes listed in § 2 (1).

§ 5 Withdrawal of Consents

You have the right to revoke any data protection consent that you have given to our company at any time. If you revoke your consent, this will not affect the lawfulness of the processing carried out on the basis of your consent up to the time of revocation.

You may contact us at datenschutz@mfi-lb.de to withdraw your consent.

§ 6 Note

This letter is for your information only. It does not require you to take any action. If you have any questions, comments or suggestions about this notice or our privacy policy, please contact our Data Protection Officer (see above).