

## 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:**

MFI GmbH  
Hirschmann-Ring-13  
71726 Benningen  
Phone: 07144 80618-0  
E-Mail: [datenschutz@mfi-lb.de](mailto:datenschutz@mfi-lb.de)

**Competent data protection supervisory authority:**

Der Landesbeauftragte für den  
Datenschutz und die  
Informationsfreiheit Baden-  
Württemberg  
Postfach 10 29 32,  
70025 Stuttgart  
Phone: 0711 61 55 410  
E-Mail: [poststelle@lfdi.bwl.de](mailto:poststelle@lfdi.bwl.de)

**Data Protection Officer:**

CTM-COM GmbH  
In den Leppsteinswiesen 14  
64380 Roßdorf  
Phone: 06154 57605-111  
E-Mail: [datenschutz@ctm-com.de](mailto:datenschutz@ctm-com.de)

### § 2 Information on the processing of personal data

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

Your personal data will be processed as far as is necessary for the initiation or execution of a contract, including the conclusion of an employment, relationship, as well as for the execution of other business relationships (including correspondence, the processing of purchase orders, deliveries or payment) or for the preparation or answering of request for offers, for the determination of the conditions of the contractual relationship and with regard to product development activities, or for the protection of the legitimate interests of MFI GmbH.

In case of an application the processing is exclusively for the purpose of assessing your suitability, qualification and professional performance with regard to the position for which you are applying.

The legal basis is, as far as the processing for contract initiation or execution takes place, Art. 6 para. 1 sentence 1 lit. b GDPR (for applications additionally Art. 88 GDPR in connection with § 26 of the German Federal Data Protection Act). If this is not the case, the processing of your personal data is carried out to protect legitimate interests of MFI GmbH according to Art. 6 para. 1 sentence 1 lit. f GDPR or to fulfil legal obligations according to Art. 6 para. 1 sentence 1 lit. c. GDPR.

In addition, we process your personal data for specific purposes (e.g. for longer storage) if you have given us your consent to data processing in the sense of Art. 6 para. 1 sentence 1 lit. a GDPR in connection with Art. 7 GDPR.

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

- Business relations:

We process personal data that we receive from you in the framework of our business relationship as well as from orders by you, your customers, suppliers or interested parties. In addition, we process personal data that we obtain from public directories and official announcements and other generally accessible sources as permitted or that are made available to us by contractual partners. In addition to personal data (name, address, associated company, function and contact data), relevant personal data for the processing of business relationships are the data of current and previous orders, payment and billing data, usage data and protocols as well as advertising and sales data and information comparable to the categories mentioned.

- Applications:

- As part of the application process we process personal data such as
- Personal data (name, first name, date of birth)
- Address data (address, place of residence)
- Contact details (telephone number, e-mail address)
- Application data (e.g. cover letter, certificates, curriculum vitae)
- Special categories of personal data (health data such as diseases and disabilities)

**(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 are given access to it. Also contract processors used by us (Art. 28 GDPR) may receive data for these purposes. These processors are companies in the following categories: IT-services, logistics, printing services, telecommunications, marketing, legal and tax consultancy, debt collection, auditing, accounting.

We will only disclose your data to third parties for their own use if and to the extent that we have obtained your consent or if this is provided for by contractual and/or statutory provisions. Third parties in the above sense are public authorities and private enterprises.

In addition, to the extent permitted by law, we may transfer your personal data to authorities (e.g. social insurance carriers, tax authorities or criminal prosecution authorities) and courts in Germany and abroad to fulfil statutory obligations or in the interests of the company.

Data will not be transferred to locations in countries outside the European Union (so-called third countries).

#### **(4) Duration of data storage**

The personal data collected by us within the framework of the contract will be stored for the duration of the business relationship and then deleted unless we have

- are obliged to store data for a longer period of time pursuant to Article 6 para. 1 lit c GDPR due to storage and documentation obligations (e.g. German Commercial Code HGB, German Criminal Code (STGB)),
- or if there is a legitimate interest in storage pursuant to article 6 para 1 lit. F GDPR, e.g. during the current limitation period, which as a rule is three years, but in certain cases may also be up to 30 years,
- or you have consented to further storage in accordance with Art. 6 para 1 lit. A GDPR.

If your application is successful, your personal data will be stored in your personnel file and used to carry out and terminate the employment relationship. If we cannot offer you employment, we will process your personal data for up to 6 months after dispatch of the cancellation. If you consent to the storage of your data beyond the prescribed duration, the duration may be correspondingly longer (max. two years).

As soon as the storage of the data is no longer necessary for the above mentioned storage purposes, your data will be deleted immediately.

### **§ 3 Your rights as a data subject**

As the data subject of this data processing you have the following rights, which you can exercise vis-à-vis us and/or our service provider.

- Right of access,
- Right of rectification or erasure
- Right to restriction of processing
- Right to object to the processing
- Right to data portability

You are welcome to contact the e-mail address [datenschutz@mfi-lb.de](mailto:datenschutz@mfi-lb.de) to exercise your rights.

You have the right to complain to the competent supervisory authority (see above) if there is a data protection violation or suspicion of a data protection violation.

### **§ 4 Reason for the provision of your data and possible consequences of not providing it**

If your personal data is not provided, we cannot process it for purposes listed under § 2 (1).

## § 5 Withdrawal of Consents

You have the right to withdraw at any time any data protection consent that you have given to our company. The withdrawal of consent shall not affect the lawfulness of the processing carried out on its basis until withdrawn.

You are welcome to contact the e-mail address [datenschutz@mfi-lb.de](mailto:datenschutz@mfi-lb.de) to withdraw your consent.

## § 6 Note

This letter is for your information only. You do not need to take any action. Should you have any questions, comments or suggestions regarding this information letter or our privacy policy, please contact our data protection officer (see above).