

Transparency and Information Obligations for Customers, Suppliers, Contract Partners and Interested Parties of S+C Sign-Concepts GmbH

In accordance with EU Data Protection Regulations (EU GDPR)

In this document, we notify you of the processing of your personal data by S+C Sign-Concepts GmbH, as well as your applicable rights in accordance with data protection law.

Responsible Office / Contact (Data Protection)

S+C Sign-Concepts GmbH
Max-Planck-Straße 4
46414 Rhede

Tel.: +49 (0) 2872/948689-0
Fax: +49 (0) 2872/948689-11

Homepage: <https://www.sign-concepts.de>

Kontakt Datenschutz
E-Mail: datenschutz@sign-concepts.de

Categories / Origin of the Data

Within the framework of contractual relationships and for the initiation of new contracts, we process the following personal data:

For business customers:

- Contact data (e.g. first names and surnames of the current and, in some cases, previous contact persons, as well as additions to names, the company name and address of the customer (employer), telephone numbers with extensions, business email addresses)
- Business-related data (e.g. function in the company, department)

We only receive your personal data from you in the course of contract initiation or during the period of the contractual relationship. Under exceptional circumstances, we will also collect your personal data for some particular reason from another office. This includes specific queries about relevant information from credit agencies, especially with regard to credit ratings and credit history.

Purposes and Legal Basis of Data Processing

For the processing of your personal data, the stipulations of the EU GDPR, the new BDSG (Federal Data Protection Act) and all other applicable (employment-related) legal regulations are adhered to.

Your personal data will be used solely for the purposes of carrying out pre-contractual activities (e.g. to create offers for products or services) and the fulfilment of contractual obligations (e.g. rendering of our services, fulfilment of supplier contracts or processing of purchase orders / sales orders / payments), (Article 6 para. 1 section b EU GDPR), or in such case that there is a legal obligation (Article 6 para. 1 section c EU GDPR) to process this data (e.g. due to tax law regulations). The personal data will be acquired originally for these purposes.

Should you grant your consent to process your data, this, as a matter of course, constitutes written permission in accordance with data protection law (Article 6 para. 1 section a EU GDPR). Before you grant such consent, we explain to you the purpose of the data processing and your right of revocation in accordance with Article 7 para. 3 EU GDPR. Should this consent also refer to the processing of particular categories of personal data in accordance with Article 9 EU GDPR, we will expressly notify you of this fact in advance.

In addition, S+C Sign-Concepts GmbH is interested in maintaining a customer relationship with you and providing you with information and offers by email regarding our products and services. Therefore, we process your data in order to send you appropriate information and offers (Article 6 para. 1 section f EU GDPR).

For the purpose of checking for any possible criminal offences or legal infringements, we will only process your personal data in strict accordance with the prerequisites of Article 10 EU GDPR.

Data Storage Period

As soon as your data is no longer required for the above-mentioned purposes or you have revoked your consent, we will delete this data. Data will only be stored beyond the period of the contractual relationship in such cases that we are obliged to do so or have a right to do so. Regulations that oblige us to store data are to be found, for example, in German commercial code or tax code. These codes stipulate, in some cases, that data has to be in safe keeping for a period of up to ten years. In addition, legally-defined periods of limitation must be adhered to.

Recipients of Data / Categories of Recipient

At our company, we ensure that access to your data is only granted to departments and individuals that require this data for the fulfilment of our contractual and legal obligations.

In particular cases, service providers (IT service providers) support our specialised departments with the fulfilment of their tasks. Any necessary data protection agreements have previously been concluded with all of our service providers.

In addition, it may be the case that we are legally obliged, in certain circumstances, to transfer particular data to public offices, such tax authorities, prosecution authorities or customs authorities.

Transfer to Third Country / Intention to Transfer to Third Country

Data transfer to a third country (outside the European Union and the European Economic Area) only takes place if you have given your consent or if there is a legal obligation to do so.

We do not transfer your personal data (currently) to any service provider or group company outside the European Economic Area.

Rights of the Affected Person

Your rights as the affected person are defined in Articles 15 – 22 EU GDPR. They include:

- The right to information (Article 15 EU GDPR)
- The right of rectification (Article 16 EU GDPR)
- The right of deletion (Article 17 EU GDPR)
- The right of restriction of processing (Article 18 EU GDPR)
- The right of objection to processing (Article 21 EU GDPR)
- The right to data portability (Article 20 EU GDPR)

To apply any of these rights, please contact datenschutz@sign-concepts.de. The same applies if you have any questions about data processing at our company, or if you would like to revoke a previously-granted consent. In addition, you can also make a complaint to data protection authorities regarding the processing of data.

If we process your data to protect legitimate interests, you can object to this processing at any time for reasons associated with your particular situation. This also applies to profiling based on these stipulations. In such case, we will no longer process your data unless we can prove compelling reasons for the processing that outweigh your interests, rights and liberties, or the processing serves the purpose of enforcing, exercising or defending legal claims.

If we use your personal data for the purpose of direct advertising, you have the right to object to this, without the necessity to provide any grounds for objection. The same applies to profiling, in any such case that it is related to such direct advertising. Should you object to the processing of your personal data for the purpose of direct advertising, your data will no longer be used for this purpose.

Obligation to Provide Data

To set up and develop a contractual relationship, you are obliged to provide particular personal data. This is necessary for the foundation, execution and conclusion of the contractual relationship and the fulfilment of corresponding contractual and legal obligations. Without provision of this data, it is not possible to execute the contract.

Automated Decision-making Processes in Individual Cases

We do not use any fully-automated processes in the course of our decision-making.