

Notes on Data Processing (as of July 2018)

For customers, suppliers, other business partners and interested parties, and to whom it may apply

1. Name and contact data of the person responsible

Marley Deutschland GmbH
Adolf-Oesterheld-Straße 28
D-31515 Wunstorf
Telefon: ++49 5031 53 0
Fax: ++49 5031 53 271
E-Mail: info@marley.de
Managing directors: Peter Heine, Frank Thielen

2. Contact data of the data protection officer at Marley Deutschland GmbH

Address see above (1.)
E-Mail: datenschutz@marley.de

3. Purposes of processing and legal basis

For reasons of instigation of business, grounds and processing of contractual and supply agreements, which includes delivery, payment and possible warranty or product liability, we process personal data such as names, addresses, telephone numbers, e-mail addresses, contact data of contact partners, customer numbers, and order and delivery data of our suppliers, customers, other business partners and interested parties, based on paragraph 6, section 1b DSGVO (General Data Protection Regulation, in the following abbreviated to GDPR).

4. Rightful interest

We process the aforementioned data for the purpose of customer care and business relationships, for marketing and advertisement of our own products and services. Processing of data is based on paragraph 6, section 1f DSGVO (GDPR). We do have a rightful interest to process your data, and this is related to our endeavour to promote and sell our products and services.

Furthermore, we do process data, which we do receive under statutory requirements of credit agencies (e.g. EOS-KSI) for the purpose of credit rating and government sanction lists screening. The processing of data is based on paragraph 6, section 1f DSGVO (GDPR). Our rightful interest in the processing of these data aims at receiving contractual consideration for our services provided (e.g. payment of invoice).

Insofar as we receive addresses of external service providers for the purpose to instigate new business, we will state the source of data at first contact, together with the notes of data processing, according to paragraph 4, section 2f DSGVO (GDPR).

5. Recipients or categories of recipients

There will be no disclosure of personal data to third parties, except for

- Communication with banks/payment service providers and forwarders/delivery services, which are commissioned by us for the fulfillment of contracts and shipment.
- Communication with, for instance, marketing service providers and printing shops, who, in the scope of marketing and advertisement of our products and services, have been contracted.
- Communication with specialised services providers, who, on our instruction and under our own responsibility, provide services for the purposes stated beforehand (order processing, e.g. IT-service providers).
- Communication with state agencies, to the extent we are legally required to do so.
- Communication with, e.g., auditors and tax advisers, thus to comply with trade and tax requirements.

6. Communication to Third Countries

It is not the purpose of this enterprise to communicate your personal data to a third country (countries outside the EU/EEA).

7. Duration of Data Retention

After termination of contract, your data will be stored according to paragraph 6, section 1 DSGVO (GDPR). Data retention is based on legal regulations of tax and trade laws and in accordance with data retention and documentation obligations. A further storage of data will only be carried out with your consent.

8. Rights of the Individual Affected

You are entitled to:

- Require information, according to paragraph 15 DSGVO (GDPR) on your personal data processed by us. In particular, you are entitled to require information as to the purposes of data processing, the category of personal data, the categories of recipients, towards those data have been or will be disclosed; the projected duration of data storage, the existence of the legal right to correction, cancellation, limitation of data processing, or revocation, the existence of the right to object, origin of source of your data, in as far as we did not collect them, and the existence of an automated decision-making, which includes meaningful information regarding their details. Furthermore, you are entitled to **provision** of your data, delivered to you in a structured, commonplace and machine-readable format.
- According to paragraph 7, section 3 DSGVO (GDPR), you are entitled to **revoke your consent** as to our use of your personal data at any time. This results in the future termination of data processing based on the initial consent given.
- In case you suspect any violation of privacy rights as regards to your data, you are entitled, according to paragraph 77 DSGVO (GDPR), **to claim your rights** with the respective supervisory authority. The relevant data protection authority responsible for Marley Deutschland GmbH can be contacted on the following address:

The Commissioner for Data Protection for the German State of Lower Saxony
Prinzenstraße 5
D-30159 Hannover
Germany

- Claim instant correction of incorrect personal data and/or completion of personal data, stored by us, according to paragraph 16 DSGVO (GDPR);
- Claim, according to paragraph 17 DSGVO (GDPR,) **cancellation** of personal data stored by us, insofar as this does not interfere with the processing, to exercise the right of free speech and information, the fulfillment of legal obligations, based on grounds of public interest, or as a mandatory step to claim, execute or defend legal claims;
- Claim restrictions as to the processing of your personal data, according to paragraph 18 DSGVO (GDPR), insofar as the correctness of the data is disputed by you, that processing of data is unlawful; however, cancellation of data being rejected by you and if data is no longer required by us, but is required by you to claim, execute or defend legal claims, insofar as you have raised an objection according to paragraph 21 DSGVO (GDPR);
- Demand receipt of your personal data provided by you to us and delivered to you in a structured, common-place and machine-readable format, or to demand transfer of your data to a further responsible person, according to paragraph 20 DSGVO (GDPR).

9. The Right to object

Insofar as your personal data have been processed on the grounds of rightful interests, according to paragraph 6, section 1, sentence 1 lit. f DSGVO (GDPR), you are entitled to object the processing of personal data, if reasons, based on special situations, apply, which counteract processing of aforesaid data.

A current and updated version of these notes can be found on
www.marley.de/de/metamenu/datenschutz/index.htm

Any misspelling in the notes does not affect requirements, claims, objections and rightful interests of persons and parties involved.