



Obligation to provide information to suppliers in accordance with Art. 13
and 14 GDPR

Data processor

Name and contact data of the responsible party:

Mr Fabian Frank
Ferdinand Kreutzer-Sabamühle GmbH
Burgbernheimer Straße 11
90431 Nuremberg
Tel.: 0911/324720, Email: info@saba.de
Nuremberg Commercial Register HRB387
VAT ID No. DE 133514741

Name and contact data of the data protection officer:

Ms Gisela Pöllinger
Datenschutz Pöllinger GmbH
Dresdner Str. 38
92318 Neumarkt
Tel.: 09181/2705770
Email: datenschutz@datenschutz-poellinger.de

Processing framework and origin of the data

Purpose and legal basis of the processing
Art. 6, Section 1 a, b, c, f GDPR

Supplier data

The collection, processing or use of personal data takes place in order to fulfill the business purpose of creating offers, order confirmations and invoices, ordering goods and services as well as maintaining the business contact and providing information to suppliers (Art 6 Section 1 a, b, f GDPR).

Categories of personal data processed

The main data categories are:

- name
- address
- contact data of contact persons in the company (first name, surname)
- communication data (telephone number, mobile number, email address, fax number)
- supplier number as well as order confirmation and delivery data
- order and contract data,
- invoicing and payment data (bank details)



Origin (source) of the data

The stored data is collected within the scope of our contractual relationship, as well as for initiating contracts and individual orders, or created within the scope of business relations and business initiation. The data is stored for the fulfilment and processing of orders placed with us as well as to comply with commercial and tax documentation and archiving obligations.

Recipients (categories) of personal data

Public bodies that receive data on the basis of statutory regulations:

- financial authorities

Internal departments that are involved in the execution of the relevant business processes:

- accounting, quality assurance, purchasing, sales, warehouse/vehicle fleet and IT.

External bodies (contractual partners) as far as these are necessary for the fulfilment of the contract. External contractors (service providers) in accordance with Art. 28 GDPR for the processing of data on our behalf.

- IT service providers, software providers, Google, waste disposal companies, service providers for multifunction printers

Other external bodies: companies within the group or other external bodies for the fulfilment of the above-mentioned purposes, provided that the data subject has given his/her written consent, that this is necessary for the fulfilment of the contract or that transmission is permissible for an overriding legitimate interest:

- banks in relation to supplier payments, auditors, freight forwarders, lawyers, credit rating agencies

Transfer to third countries

If we transfer personal data to service providers outside the European Economic Area (EEA), the transfer will only take place if the third country has been confirmed by the EU Commission to have an adequate level of data protection or if other appropriate data protection guarantees (e.g. binding internal company data protection regulations or EU standard contract clauses) are in place.

Duration of storage / deletion

10 years	annual financial statements, opening balance sheets, commercial and business books, records, work instructions, organisational documents, invoices and accounting documents (Germany's HGB, AO, EStG, KStG, GewStG, UStG, AktG, GmbHG, GenG legislation)
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6 years	commercial and business correspondence and other documents (HGB, BGB)
30 years	enforceable instruments

The following data will be deleted in accordance with Art. 17 GDPR if:

- data storage is no longer necessary
- the data subject has revoked consent to data processing
- the data has been processed unlawfully
- there is a legal obligation to delete under EU or national law.

Restriction of processing in accordance with Article 18

If, in the case of non-automated data processing, deletion is not possible or only possible with disproportionate effort because of the special type of storage and if the interest of the data subject in the deletion is to be regarded as low, the data subject will have no right and the responsible party no obligation to delete personal data in accordance with Article 17 Section 1 of Directive (EU) 2016/679, supplementary to the exceptions referred to in Article 17 Section 3 of Regulation (EU) 2016/679. In this case, the restriction on processing in accordance with Article 18 of Regulation (EU) 2016/679 will replace deletion. Sentences 1 and 2 will not apply if the personal data has been processed unlawfully.

Rights of the data subject

- Information about your personal data stored (Art. 15 GDPR) In particular, you may request information about the purposes of processing, the category of personal data, the categories of recipients to whom your data has been or will be disclosed, the planned storage period, the existence of a right to rectification, deletion, restriction of processing or objection, the existence of a right of appeal, the origin of your data, if it has not been collected by us, and the existence of automated decision-making including profiling and, if applicable, meaningful information on their details.
- Correction - if incorrect personal data is processed (Art. 16 GDPR).
- Deletion and restriction as well as objection against the processing (Art. 17, 18 and 21 GDPR).
- The right of data transferability (Art. 20 GDPR) You have the right to receive the personal data you have provided to us in a structured, common and machine-readable format or to request its transfer to another responsible party.
- Revocation of consent (Art. 7 Section 3 GDPR). As a result, we will no longer be allowed to continue processing data based on this consent in the future.
- Right of appeal to the competent supervisory authority (Art. 77 GDPR).



Right of objection

If your personal data is processed on the basis of legitimate interests pursuant to Art. 6 Section 1 P. 1 f GDPR, you have the right to object to the processing of your personal data pursuant to Art. 21 GDPR, provided that there are reasons for this which arise from your particular situation or the objection to direct advertising. In the latter case, you have a general right of objection, which we will implement without the specification of a particular situation.

Right to revoke consent

Within the meaning of Art. 6 Section 1 a or Art. 9 Section 2 a, each data subject has the right to revoke consent provided for the fulfilment of a contract at any time and without any disadvantage to him/ her or prejudice to the legality of the processing carried out on the basis of the consent until revocation.

Please address any revocation of consents and objections in writing to:

Peter Rieck
Ferdinand Kreutzer-Sabamühle GmbH
Burgbernheimer Straße 11
90431 Nuremberg
Email: datenschutz@saba.de

Automated decision-making and profiling

No automated procedures for decisions according to Art. 22 GDPR or other profiling measures according to Art. 4 No. GDPR are used.

Up-to-date status and amendment of this duty to inform according to Art. 13 and 14 GDPR

This duty to provide information on data protection is currently valid and has the status as of Oktober 2019.

Among other things, it may be necessary to change this information due to changes in legal or official requirements. The current obligation to provide information on data protection can be viewed and printed out at any time on the website:
<https://www.sabamuehle.de/datenschutz.html>.
