

# PRIVACY POLICY FOR BUSINESS PARTNERS OR THEIR EMPLOYEES

May 2019

We attach great importance to your privacy and your personal data. We therefore process your data exclusively on the basis of the applicable statutory regulations, in particular the Austrian Data Protection Act - **DPA**, the EU General Data Protection Regulation (**GDPR**) as well as the Austrian Telecommunications Act (**TCA**).

This privacy policy informs you how we process your personal data (e.g. name, contact details) within the scope of our (potential) business relationship and what your corresponding rights are. Please note that this data processing is indispensable within the framework of our (potential) business relationship. This privacy information may be complemented by additional information, terms or hints we provide to you.

## 1. CONTROLLER

The Controller is your respective contractual partner within your (potential) business relationship:

- STARLIM Spritzguss GmbH, Muehlstrasse 21, 4614 Marchtrenk, Austria
- STERNER Werkzeugbau GmbH, Muehlstrasse 21, 4614 Marchtrenk, Austria

T: +43 (7243) 58596-0, F: +43 (7243) 58596-5, office@starlim-sterner.com

(referred to below as „starlim-sterner“, “we“ or “us“).

## 2. PROCESSING OF PERSONAL DATA, PURPOSE AND LEGAL BASIS

Within the scope of our business relationship, we may process personal data such as:

- Business contact information (e.g. name, salutation, contact person, function, company, company address, telephone number, mobile number, fax number);
- Individual information, such as preferred language, role, information from publicly available sources (e.g. company register), customer number;
- Financial data for the processing of payments (e.g. account number, VAT number, reminder data, block indicators, turnover);
- Information, which is necessary in the context of the initiation, maintenance and administration of business relationships or information you have voluntarily

provided (e.g. information regarding our offers, orders, order confirmations, delivery notes, invoices, contracts, etc.);

- Data regarding your visits such as date, place, name of our visited employee.

In general, you have provided this data to us. However, we may have received this data from the company for which you are working for (e.g. from your colleagues or superiors), from publicly available sources (e.g. company register), or from third parties who may lawfully submit personal data to us (e.g. other affiliated companies), or this data has been created from our IT systems (e.g. customer number). Please note that we do not process all above listed personal data in each case. The processing of data depends on the respective individual case and on your relationship with us.

### **Purpose of the processing:**

In the course of our business relationship, your personal data may be processed for the following purposes:

- Communication (e.g. processing of enquiries);
- Initiation, maintenance and administration of business relationships as well as enhancing customer relations (e.g. processing of development contracts, production, orders, purchasing, deliveries and logistics, payments, customer service, accounting, quality management, audits, contract management, etc.);
- Maintenance and protection of the security of our products and services and plant safety (e.g. access control);
- Assurance of the IT security and the IT operations;
- Visitor management (for the organization of external visits, including corporate hospitality, preparation of visitor badges, WLAN access, catering);
- Organization of events and seminars;
- Compliance with legal requirements (e.g. retention requirements in accordance with tax and commercial law);
- Direct advertising regarding our products and services, unless you have expressed your objection to such usage of the data;
- Processing of insurance cases;
- Data protection management;
- Legal counselling and dispute resolution, enforcement of existing contracts and for the examination, establishment, exercise or defence of legal claims.

The processing is necessary to achieve the purposes set out above. If you do not wish to provide us certain personal data, this could mean that we cannot conclude the contract, cannot provide the requested service, cannot take the requested pre-contractual measures or cannot fulfil the stated purposes in accordance with the contract or the law. Please note that not all above listed purposes will apply in each case. The processing depends on the respective individual case and on your relationship with us. The examples above are not exhaustive.

## Legal basis

The processing is based on the implementation of pre-contractual measures and performance of a contract in accordance with Art. 6(1)(b) GDPR as well as on our legitimate interests pursuant to Art. 6(1)(f) GDPR (smooth and secure run of business). It may also be the case that the processing is necessary for compliance with legal obligations (e.g. tax obligations) pursuant to Art. 6(1)(c) GDPR. Only in exceptional cases, if none of the abovementioned legal basis is eligible, the processing is based on your consent pursuant to Art. 6(1)(a) GDPR.

### 3. DO WE SHARE YOUR DATA?

Provided this is necessary and permitted to fulfill the above stated purposes, we may share personal data with other departments or companies of our group (<https://www.starlim-sterner.com/en/contact/company-sites/>) or with third parties such as legal consultants, tax consultants, auditors or other business partners (e.g. logistic partners for the processing of deliveries). Personal data may also be submitted to our data processors (e.g. IT-provider).

Except where otherwise stated in this Privacy Policy, we will not disclose your personal data to other recipients, unless this is necessary for the assertion, exercise or defence of legal claims or for the fulfilment of our obligations or in cases this is legally or officially obligatory. Possible recipients in this case may be legal representatives, competent authorities, offices and courts.

If the above-mentioned recipients are located in countries outside of the European Union (in so-called "third countries"), the local data protection laws may not offer the same data protection level as in your country of residence. A transfer will therefore only take place in accordance with the statutory provisions if the European Commission has adopted an adequacy decision for the third country, if appropriate safeguards have been agreed with the recipient (e.g. EU Standard Contractual Clauses), the recipient participates in an approved certification system, binding corporate rules according to Art. 47 GDPR exist or there is a derogation for specific situations according to Art 49 GDPR (e.g. the transfer is necessary for the performance of a contract between you and us or you have explicitly consented to the proposed transfer).

### 4. HOW LONG DO WE STORE YOUR DATA?

As soon as your personal data is no longer required for the fulfilment of the abovementioned purposes, your data will be deleted, unless there are longer statutory retention periods or other (legally justified) purposes, which require a continued storage of your data.

## 5. YOUR RIGHTS

Under the GDPR, you have the following rights:

- Right to **access** the personal data concerning you that is being processed by us (Art. 15 GDPR);
- Right to **rectification** of inaccurate data (Art. 16 GDPR);
- Right to **erasure** (Art. 17 GDPR), where appropriate;
- Right to **restriction of processing** of your data (Art. 18 GDPR), where appropriate;
- Right to **object** to the data processing at any time on grounds relating to your particular situation (Art. 21 GDPR);
- Right to **receive** the personal data concerning you in a structured, commonly used and machine-readable format (Art. 20 GDPR), where appropriate;
- Right to **withdraw consent declarations** at any time without a reason in order to hinder further processing of your personal data that has been collected and used based on a consent declaration;
- Right to lodge a complaint with the supervisory authority.

In case of any questions concerning your personal data, contact us at [privacy@starlim-sterner.com](mailto:privacy@starlim-sterner.com).

## 6. MISCELLANEOUS

We may adjust this Privacy Policy if necessary. In case of significant amendments, we will inform you separately.