

## Information on the collection of personal data in accordance with GDPR for business partners / suppliers

The EU General Data Protection Regulation obliges us to provide you with comprehensive information on the processing of your personal data. In accordance with this obligation, we provide you with the following information:

### I. Contact information

#### Controller

Leibniz-Institut für Plasmaforschung und Technologie e.V.  
Phone: +49 3834 554 300  
Fax: +49 3834 554 301  
E-mail: [welcome@inp-greifswald.de](mailto:welcome@inp-greifswald.de)

#### Data Protection Officer

Nadja Dahlhaus  
Leibniz-Institut für Plasmaforschung und Technologie e.V.  
Felix-Hausdorffstraße 2  
17489 Greifswald  
Phone: + 49 3834 554 313  
E-mail: [dahlhaus@inp-greifswald.de](mailto:dahlhaus@inp-greifswald.de)

### II. Scope of processing

Within the scope of our business relationship and depending on the specific purpose for which we collect your data, we regularly process personal data even if you are a legal entity. This is the case, for example, if we collect data from persons from the management or personal contacts in your company.

We collect your data in direct contact with the data subject on principle. However, it is also conceivable that you would transmit to us data from persons who are responsible for us in your company.

- If necessary for the **fulfilment of a contract** you have concluded with us, we process your data in accordance with point (b) of Art. 6(1), first alternative, of the GDPR, or, if the data processing is necessary for the implementation of a **pre-contractual measure, in accordance with point (b) of Art. 6 (1), second alternative, of the GDPR.**

This concerns the following purposes:

- Executing measures pertaining to our business relationship (payment transactions, accounting, fulfilment of the contractual obligations between us)
- Communication
- Scheduling

In these contexts, the following categories of data may be processed: Company name, name of person, business address data, business contact data, role in the company, signature.

The data collected by us are generally required for the establishment and execution of a business relationship including the fulfilment of the obligations arising therefrom. There is usually no other obligation to provide the data.

- In certain individual cases, we may be **legally obliged** to process data. In such a case, we process your data in accordance with point (c) of Art. 6(1) of the GDPR.

A legal obligation may arise:

- From a contract you have concluded with us and for the fulfilment of which the data collection is required
  - From the legal regulations that apply to us, or – in accordance with Art. 6(2) and (3) of the GDPR – the law of the European Union or the law of the member states of the European Union
  - From general assistance or contractual ancillary obligations which are not specifically tailored to data collection, such as the regulations on failure to assist a person in danger in sect. 323c of the StGB [German Criminal Code]
- If a life-threatening emergency occurs and you require medical assistance, we base the processing of your data on point (d) of Art. 6(1) of the GDPR to protect your **vital interests**.
  - Data may also be processed in our **legitimate interest** in accordance with point (f) of Art. 6(1) of the GDPR.

To the extent permitted by law, your personal data will be stored if this is necessary to assert or defend against legal claims.

Our legitimate interest in data processing is:

- Processing of contact information of contacts
- The continued existence of a legal relationship between us;
- Fraud prevention;
- Measures to ensure and improve the security of IT systems;
- Measures to protect our company from illegal acts, and
- Asserting claim for damages
- Internal administrative purposes, in particular the exchange of data within our company

Failure to provide personal data of persons working for your company usually only results in the communication between us being considerably more difficult or impossible, for example in the case of communication via e-mail.

We do not use automatic monitoring or evaluation systems for data processing in our company.

### III. Data retention time

The personal data collected by us will be stored in accordance with our erasure concept until the legal retention obligation expires and is thereafter erased, unless there is an obligation to retain the data for a longer period of time in accordance with point (c) of Article 6(1) of the GDPR due to retention and documentation obligations arising from German tax and commercial law (under the HGB [German Commercial Code], StGB [German Criminal Code] or AO [German Fiscal Code]), or if you have consented to further storage in accordance with point (a) of Art. 6(1) of the GDPR.

Subject to such retention obligations, we will erase data if the purpose for which they were collected is no longer applicable.

To the extent permitted by law, we will also store data if this is necessary to assert or defend against legal claims.

### IV. Transfer and involvement of foreign elements

- Recipients or categories of recipients of personal data

The data collected by us may be transmitted to recipients or third parties in compliance with legal regulations. These recipients may be:

#### Internal

- Management
- Department managers
- Purchasing/procurement department

#### External

- Tax consultants
- Financial administration
- Insurance companies

- Accounting
- Our own legal representatives
- External processors according to Art. 4(8) of the GDPR
  - IT service providers ...
  - File destruction companies ...
  - Website maintenance .....
- We do not transfer your personal data to a third country and have no intention of doing so.

## V. Your rights

As a data subject, you have various rights under the General Data Protection Regulation. They are

- Right of access to information about the data stored by us about you (Art. 15 of the GDPR)
- Right to rectification of inaccurate data (Art. 16 of the GDPR)
- Right to erasure of the data if there is no legal basis for further storage (Art. 17 of the GDPR)
- Right to restrict the processing of the data to certain purposes (Art. 18 of the GDPR)
- Right to data portability (Art. 20 of the GDPR), and
- Right to object to the processing of your data (Art. 21 of the GDPR).

If the processing of your data is based on your consent, you have the right to withdraw your consent at any time. The lawfulness of the processing carried out on the basis of the consent granted before the withdrawal shall remain unaffected by the withdrawal.

### Separate information on the right to object under Article 21 of the GDPR

In accordance with Art. 21(1) of the GDPR, you have the right to object to processing of your personal data which is based on point (f) of Article 6(1) of the GDPR (processing to safeguard the legitimate interests of the controller or a third party), at any time for reasons arising from your particular situation.

This applies to:

- Managing contact information of contacts
- The continued existence of a legal relationship between us;
- Fraud prevention;
- Measures to ensure and improve the security of IT systems;
- Measures to protect our company from illegal acts, and
- Asserting claim for damages
- internal administrative purposes, in particular the exchange of data within our company

If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or unless the processing serves the establishment, exercise or defence of legal claims.

In addition, you have the right pursuant to Art. 77 of the GDPR to lodge a complaint with a supervisory authority if you believe that the processing of your data violates data protection regulations. The supervisory authority responsible for us is:

The State Commissioner for Data Protection and Freedom of Information Mecklenburg-Vorpommern  
Schloss Schwerin, Lennéstraße 1  
19053 Schwerin  
Phone: +49 385 59494 0  
Fax: +49 385 59494 58  
E-mail: [info@datenschutz-mv.de](mailto:info@datenschutz-mv.de)  
Internet: [www.datenschutz-mv.de](http://www.datenschutz-mv.de); [www.informationsfreiheit-mv.dehttps://www.datenschutz-mv.de/kontakt/kontaktformular/](https://www.datenschutz-mv.de/kontakt/kontaktformular/)

Finally, you have the right to contact our data protection officer at any time. She is obliged to maintain confidentiality regarding your request insofar as the processing of your data is concerned. You can reach our data protection officer using the contact details provided in paragraph 1 above.