

Information on the use of personal data (HERMA Purchasing)

We would like to inform you as our (potential) supplier about the use of the personal data of your employees who are our contacts for our working relationship. The data mainly consists of the name, job and business contact data that we have received from you.

If you are already a HERMA supplier, we use the personal data of supplier contacts that you have given us to process supplier contracts and carry out product enquiries and tenders. The legal basis for this use of the data is Article 6 (1) (b) GDPR (pre-contract measures, contractual performance).

If you are not yet a HERMA supplier, but have shown interest during a tender for example, we use the personal data from supplier contacts that you have given us for the purposes of assessing quotations and making decisions. The legal basis for this use of the data is Article 6 (1) (b) GDPR (pre-contract measures).

The **provision of your personal data** arises from legal and contractual regulations. Not providing the data would make it impossible for us to conclude a contract with you.

A **transfer of your personal data** to data processing companies such as external consultants will be made in individual cases.

In accordance with commercial and tax law, we are obliged to keep the personal data of supplier contacts for a maximum period of 10 years. We therefore **delete this data** at the latest 11 years after the termination of the supplier relationship. The following exceptions could lead to different time limits for the deletion of data: contractual agreements, longer legal retention periods e.g. for assets such as buildings and installations, services relating to installations or in individual cases on receipt of a deletion request or an objection from the person concerned.

We would hereby like to inform you and/or your employees who are our contacts about **legally granted rights**: the person concerned can request detailed information about the personal data that we have stored about him/her. This person can also obtain the data they have made available to us in a structured, conventional and machine-readable format or demand that we send this data to a third party named by him/her. If the person realises that the data stored about him/her contains errors or is incomplete, he/she can request correction or completion of this data at any time. Under the conditions referred to in Articles 17 and 18 GDPR, the person can demand that his/her data be deleted or the processing of the data be limited. If the person concerned does not agree with the processing carried out by us, he/she can send a complaint to the data protection officer for the Federal State of Baden-Württemberg.

The party responsible for the data processing is HERMA GmbH, Fabrikstraße 16, 70794 Filderstadt, Managing Directors: Dr. Thomas Baumgärtner, Sven Schneller. Switchboard telephone: +49 (0) 711 / 7702-0 and fax: +49 (0) 711 / 7702-700. Our data protection officer can be reached at the e-mail address datenschutz@herma.de.