



Information requirements for customers and suppliers

The protection of your personal data is of particular concern to us. We therefore process your personal data (in short “data”) exclusively on the basis of the statutory provisions. With this data protection declaration we want to inform you about the processing of your data in our company and the data protection claims and rights to which you are entitled comprehensively in the sense of Art. 13 of the European Data Protection Regulation (EU DS-GVO).

1 Who is responsible for data processing and who can you contact?



Responsible is

MOTORTECH GmbH
Hunaeusstrasse 5
29227 Celle
Phone: +49 5141 9399 0
Fax: +49 5141 9399 99
E-mail: motortech@motortech.de
Web: www.motortech.de

The company data protection officer is

Christian Volkmer
Project 29 GmbH & Co KG
Ostengasse 14
93047 Regensburg
E-mail: anfragen@projekt29.de
Tel.: 0941-298693-19

2 Which data are processed and from which sources do these data originate?



We process the data that we have received from you as part of the contract initiation or processing, or on the basis of consent.

Personal data includes:

For **customers**: First and last name, address, contact details (e-mail address, telephone number, fax), job title, and the contents of any message you send to us.

For **business partners**: the name of their legal representatives, company name, trade register number, VAT number, company number, address, contact person contact data (e-mail address, telephone number, fax), bank data.

3 For what purposes and on what legal basis are the data processed?



We process your data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Federal Data Protection Act 2018, as amended:

• for the fulfillment of (pre-)contractual obligations (Art. 6 para. 1 lit.b DS-GVO):

We collect your data online when you fill in a webform on our website, in person at our site, or when you otherwise contact us requesting information about our products and services. We use this data to send you requested information about our products and services, to enter into an agreement with you to provide products or services, and to manage our contractual relationship with you.

• for the fulfillment of legal obligations (Art. 6 para. 1 lit.c DS-GVO):

We collect and process your data when it is necessary for the purpose of fulfilling various legal obligations, e.g. from the German Commercial Code or the German Fiscal Code.

• for legitimate interests (Art. 6 para. 1 lit.f DS-GVO):

We collect and process your data for our and others' legitimate interests in developing our business in order to grow our revenues. For example:

- for purposes of Group management,
- for internal communication,
- to manage prospective customers, including contacting them for marketing purposes,
- to manage customer relationships,
- for sales purposes, and
- for other administrative purposes.



4 Processing of personal data for marketing and direct marketing purposes



You may object to the use of your personal data for marketing purposes at any time, either in whole or in respect of individual measures, without incurring any costs other than the transmission costs in accordance with the basic rates.

We are entitled under the legal conditions of § 7 Abs.3 UWG to use the e-mail address that you provided when concluding the contract for direct marketing for our own similar goods or services. You will receive these product recommendations from us regardless of whether you have subscribed to a newsletter.

If you do not wish to receive such recommendations from us by e-mail, you can object to the use of your address for this purpose at any time without incurring any costs other than the transmission costs according to the prime rates. A message in text form is sufficient for this purpose. Of course, an unsubscribe link is always included in every e-mail.

5 Who receives my data?



If we use a service provider in the sense of commissioned processing, we nevertheless remain responsible for the protection of your data. All commissioned processors are contractually obligated to treat your data confidentially and to process it only in the context of providing the service. The processors we commission receive your data insofar as they require the data to fulfill their respective service. These are, for example, IT service providers that we require for the operation and security of our IT system as well as marketing service providers, advertising and address publishers.

Your data is processed in our customer database. The customer database supports the enhancement of the data quality of the existing customer data (duplicate cleansing, moved/deceased indicators, address correction), and enables the enrichment with data from public sources, such as telephone directories, newspapers, internet websites, commercially available marketing lists, registries or public records.

This data is made available to the Group companies to the extent necessary for contract processing. Customer data is stored separately on a company-by-company basis.

In the event of a legal obligation and in the context of legal prosecution, authorities and courts as well as external auditors may be recipients of your data.

In addition, insurance companies, banks, credit agencies and service providers may be recipients of your data for the purpose of initiating and fulfilling contracts.

6 How long will my data be stored?



We process your data until the termination of the business relationship or until the expiry of the applicable statutory retention periods (such as from the German Commercial Code, the German Fiscal Code, or the German Working Hours Act); furthermore, until the termination of any legal disputes in which the data is required as evidence.

7 Are personal data transferred to a third country?



The company is headquartered in Germany, and may work with other organizations, entities, business partners, and processors in various jurisdictions, including the United States and the United Kingdom. As such, the company may collect personal data, and we may transfer such personal data to and process such data in such jurisdictions mentioned above, where our business partners and processors have operations. The United States does not benefit from a decision of the European Commission stating that they provide adequate protection to personal information (except in specific circumstances not relevant to Motortech). The UK has received a decision of the European Commission stating that it provides adequate protection to personal information. We will take steps to ensure that such personal data receives an adequate level of protection in the jurisdictions in which we process it, including through appropriate written data processing terms and/or data transfer agreements approved by the European Commission, on the basis of an adequacy decision, or other suitable safeguards such as the EU-US Data Privacy Framework or Binding Corporate Rules. A copy of such safeguards may be obtained by contacting MOT_Sales_Group@motortech.de



8 What data protection rights do I have?



You have a right to information, correction, deletion or restriction of the processing of your stored data at any time, a right to object to the processing as well as a right to data portability and to lodge a complaint in accordance with the requirements of data protection law. These rights are:

Right to information:

You can request information from us as to whether and to what extent we process your data.

Right of rectification:

If we process your data that is incomplete or incorrect, you can request that we correct or complete it at any time.

Right of erasure:

Subject to certain exceptions, you can request that we delete your data if we process it unlawfully or if the processing disproportionately interferes with your legitimate interests of protection. Please note that there may be reasons that prevent immediate deletion, e.g. in the case of legally regulated retention obligations.

Right to restriction of processing:

You may request us to restrict the processing of your data if:

- you dispute the accuracy of the data for a period of time that allows us to verify the accuracy of the data.
- the processing of the data is unlawful, but you refuse erasure and request restriction of data use instead,
- we no longer need the data for the intended purpose, but you still need this data to assert or defend legal claims, or
- you have objected to the processing of the data.

Right to data portability:

You may request that we provide you with the data you have provided to us in a structured, commonly used and machine-readable format and that you may transfer this data to another controller without hindrance from us., provided that

we process such data on the basis of consent given by you, which may be revoked, or for the performance of a contract between us, and

this processing is carried out with the aid of automated procedures.

If technically feasible, you may request that we transfer your data directly to another data controller.

Right to object:

If we process your data for legitimate interest, you can object to this data processing at any time; this would also apply to profiling based on these provisions. We will then no longer process your data unless we can demonstrate compelling legitimate grounds for the processing that override your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims. You may object to the processing of your data for the purpose of direct marketing at any time without giving reasons.

Right to lodge a complaint:

If you are of the opinion that we are violating German or European data protection law in the processing of your data, please contact us so that we can clarify any questions. Of course, you also have the right to contact the supervisory authority responsible for you, the respective state office for data protection supervision.

If you wish to exercise any of the aforementioned rights against us, please contact our data protection officer at n.becker@projekt29.de. In case of doubt, we may request additional information to confirm your identity.



9 Am I obliged to provide data?



The processing of your data is necessary for the conclusion or fulfillment of your contract entered into with us. If you do not provide us with this data, we will usually have to refuse to conclude the contract or will no longer be able to perform an existing contract and consequently have to terminate it. However, you are not obliged to give your consent to data processing with regard to data that is not relevant for the fulfillment of the contract or that is not required by law.