

# **Information for business partners**

## **Introduction Chapter mentioning the Controller**

We, Automotive Plastic Components Berlin GmbH & Co. KG, (hereinafter referred to as “We” or “APCB”), are pleased about your interest in our products and services. Your privacy is very important to us. We take the protection of your personal data and confidential treatment thereof very seriously. Processing of your personal data is strictly subject to the applicable statutory provisions of data protection legislation, in particular the General Data Protection Regulation (hereinafter referred to as “GDPR”). With this privacy statement, we are informing you on the processing of your personal data and of your data protection rights in the course of our business relationship with you.

## **1. Controller of the Data Processing and Data Protection Officer; Contact**

The Controller of the data processing as defined in data protection legislation is:

Automotive Plastic Components Berlin GmbH & Co. KG  
Goerzallee 325  
14167 Berlin  
Telefon: (+49) 30-322 914 190 (Zentrale)  
E-Mail: [info@apc-berlin.com](mailto:info@apc-berlin.com)

If you have questions or comments on data protection, please do not hesitate to contact us.

You can reach our Data Protection Officer as follows:

Mr. Dr. Gregor Scheja  
Scheja und Partner Rechtsanwälte mbB  
Adenauerallee 136  
53113 Bonn  
Germany  
Contact: <https://www.scheja-partner.de/kontakt/kontakt.html>

## **2. Subject Matter of Data Protection**

Personal data is the subject matter of data protection. Personal data is any information referring to an identified or identifiable natural person (so-called data subject). It includes data such as name, postal address, e-mail address or telephone number, but also information which necessarily arises during our business relationship with you, such as information on commencement, end and scope of use.

## **3. Purposes and Legal Bases of Data Processing**

Below, you will be provided with an overview of the purposes and legal bases of the data processing in the course of our business relationship with you.

### **3.1 Preparation and Performance of our business relationship with you**

We process personal data if this is required for the preparation and performance of a contract with you. The purposes depend on the specific contract and particularly comprise

- Accounting;
- preparation and editing of offers;
- processing of the signed contracts;
- Administration of customer and supplier master data
- support and service before, during and after the contractual period;

Further details on the purposes of data processing are set forth in the respective contractual documents.

Data processing is performed on the basis of Article 6 Paragraph 1 Letter b) GDPR. You also have to state the personal data which is required for the preparation and performance of our business relationship with you. Without such data, we will not be able to process your request or fulfil the contract.

We will delete the data as soon as it is not necessary anymore for the purposes of preparing and performing a contract and no other legal requirement applies. If the latter is the case, we will delete the data after such other legal requirement is not applicable anymore.

### **3.2 Fulfilment of Legal Obligations**

We also process your personal data in order to meet legal obligations to which we are subject. Such obligations may result from trade, tax, money laundering, financial or criminal legislation. The purposes of the processing result from the respective legal obligation; in general, the processing serves the purpose of meeting statutory control and information obligations.

Data processing is carried out based upon Article 6 Paragraph 1 Letter c) GDPR. If we collect data due to a legal obligation, you have to state the personal data necessary for fulfilment of the legal obligation. Without such provision, we might not be able to process your request.

We will delete the data as soon as the legal requirement ceases to apply to the extent no other legal requirement applies. If the latter is the case, we will delete the data after such other legal requirement is not applicable anymore.

### **3.3 Safeguarding Justified Interests**

We also process your personal data in order to safeguard justified interests of us or of third parties. Thereby, we pursue the following interests which at the same time are the respective purposes:

- Purchase of goods and services;
- Sales and Marketing;
- Financial control and reporting;
- Answering inquiries which are outside of the terms and conditions of the contract;
- Cooperation with third parties;
- direct marketing (subject to your agreement) - see subitem 9;

Data processing is performed based upon Article 6 Paragraph 1 Letter f) GDPR. In cases in which you have to provide data for the above purposes, we expressly point out. Without such provision, we might not be able to process your request.

We will delete the data as soon as it is not necessary for the purposes pursued by us anymore and if no other legal requirement applies. If the latter is the case, we will delete the data after such other legal requirement is not applicable anymore.

#### **4. Recipients of Personal Data**

Internal recipients: Within APCB, only such persons have access who need it for the purposes set forth under number 3.

External recipients: We disclose your personal data to external recipients outside APCB only if this is necessary in order to handle or process your request or if there is any other legal permit or you have provided us with an approval for this.

External recipients may by:

##### **a) Processor**

External service providers which we use for the provision of services, for example in the areas of technical infrastructure and maintenance for the offering of APCB or provision of contents with contractual relevance. Such processors are chosen by us carefully and audited on a regular basis in order to make sure that your privacy is protected. The service providers may use the data only for the purposes stated by us.

##### **b) Public bodies**

Authorities and state institutions, such as public prosecution offices, courts or financial authorities to which we have to transmit personal data for compulsory statutory grounds.

##### **[c) Private bodies**

Distributors, cooperation partners or assisting persons to whom data is transmitted based upon an approval or a legal basis.

#### **5. Data Processing in Third Countries**

If data is transmitted to bodies the registered office of which or the location of data processing of which is not located in a member state of the European Union or in another signatory state to the Agreement on the European Economic Area, before transfer, we ensure that, except for the legally permitted exceptions, the recipient either has an appropriate data protection level (e.g. by adequacy decision of the European Commission, appropriate guarantees such as a self-certification of the recipient for the EU-US Privacy Shield or the agreement of so-called EU standard contractual clauses of the European Union with the recipient) or an appropriate approval from you.

We can provide you with an overview of the recipients in third countries and a copy of the specific rules agreed in order to ensure the appropriate data protection level. For this, please use the information provided under number 1.

## **6. Sources and Data Categories for Data Collection from Third Parties**

We do not only process personal data directly received from you. We receive some personal data from third parties. Below, you will find an overview of the sources and data categories for data collection from third parties:

- Business partners / e.g. contact details
- Authorities and institutions / Financial & taxation, customs information

## **7. Automated Decision-Finding and Profiling**

We neither use automated decision-finding mechanisms nor profiling.

## **8. Storage Period**

The storage period of personal data is set forth in the respective chapter on data processing. In addition, the following generally applies: We store your personal data only as long as this is necessary for the fulfilment of our purposes or – in the event of an approval – until you revoke your approval. In the event of an objection, we will delete your personal data, unless further processing thereof is permitted under the relevant legal provisions.

We will also delete your personal data if we are obliged thereto for legal grounds.

## **9. Rights of Data Subjects**

As data subject affected by the data processing, you are entitled to several rights. In detail:

**Right of information:** You are entitled to receive information on your personal data stored by us.

**Right of correction and deletion:** You can request us to correct wrong data and – to the extent the statutory requirements are fulfilled – to delete your data.

**Restriction of processing:** You can request us – to the extent the statutory requirements are fulfilled – to restrict the processing of your data.

**Data portability:** If you provided us with data on the base of a contract or an approval, you can request, if the statutory requirements are fulfilled, to receive the data provided by you in a structured, common and machine-readable format or that we transmit them to another controller.

**Revocation of the approval:** To the extent you provided us with an approval of processing your data, you can revoke it at any time with effect for the future. The lawfulness of the processing of your data until such revocation shall remain unaffected.

**Complaint with the supervisory authority:** In addition, you can file a complaint with the competent supervisory authority if you are of the opinion that the processing of your data violates applicable law. For this purpose, you can contact the data protection authority competent for your place of residence or your country or the data protection authority which is competent for us.

**Your contact with us and exercise of your rights:** You can contact us free of charge if you have questions on the processing of your personal data, your rights as data subject and any approval granted. In order to exercise all of your abovementioned rights, please contact- info@apb-berlin.com -or send a letter to the address set forth above under number 1. Please make sure that we are able to clearly identify you. If you revoke an approval, you may choose the communication path which you used when you granted the approval.

**Objection against data processing in the event of the legal basis of “justified interest”:** You are entitled to object to data processing by us for reasons resulting from your particular circumstances at any time to the extent this is based upon the legal basis of “justified interest”. If you exercise your right of objection, we will cease processing your data, unless we can, in accordance with statutory provisions, prove compulsory reasons worthy of protection for further processing which outweigh your rights.

**Objection to data processing for direct advertising purposes:** We also process your personal data on the legal basis of “justified interest” in order to carry out direct advertising. You are entitled to object to such processing at any time.

## **10. Status**

The current version of this Data Privacy Statement shall apply. Status 01/09/18.