

Our handling of your data and your rights

Information according to articles 13, 14 and 21 of the General Data Protection Regulation (GDPR)

In accordance with the EU General Data Protection Regulation (GDPR) valid from 25 May 2018, we wish to take the opportunity with this data protection information to inform you, our business partners, about how we process your personal data and about your rights. This information will be updated whenever necessary and published on www.luxelements.com, where you will also find our data protection information for visitors to our website.

1. Who is responsible for the data processing and who is the Data Protection Officer?

Responsible is: LUX ELEMENTS GmbH & Co. KG
 An der Schusterinsel 7
 D - 51379 Leverkusen
 Tel.: +49 (0) 21 71 / 72 12-0
 Fax: +49 (0) 21 71 / 72 12-40
 E-Mail: info@luxelements.de

Our Data Protection Officer Julia Lux can be contacted at the above address or by e-mail to datenschutz@luxelements.de. The contact data are also available online at:

<https://www.luxelements.com/lux/impressum.htm#datenschutz>

2. What sources and data are used?

LUX ELEMENTS GmbH & Co. KG processes data that it obtains from the business relationship with you, for example in the context of the handling of customer contracts, personnel and supplier administration, and attendance to commercial agents and prospective customers.

Specifically, the following data in particular are processed:

- identifying data (e.g. name, address and contact data of the business partner, bank account details)
- information on the risk profile of the business partner, including creditworthiness and financial solvency as well as information in accordance with the suitability declaration
- data connected with the execution of the specific order
- tax-relevant data
- contract data for other correspondence (e.g. correspondence with you)
- advertising and sales data (e.g. products and services that are potentially of interest to you)

3. What is the purpose of the processing of my data and what is the legal basis for this?

LUX ELEMENTS GmbH & Co. KG processes your data on the following legal basis and for the purposes listed below:

3.1 For the fulfilment of contractual obligations (Article 6, section 1 b) GDPR)

Your data are processed in order to execute our contracts with you, i.e. for example for the carrying out of the service ordered. The purposes of the data processing depend in detail on the specific service and the contract documents.

3.2 In the context of the weighing of interests (Article 6, section 1 f) GDPR)

In addition, your data may be used on the basis of a weighing of interests to protect our justified interests or those of third parties. This takes place for the following purposes:

- general business management and the further development of services, systems and products

- fulfilment of internal requirements and the requirements of our affiliated companies, insurance, checking or administration purposes
- guaranteeing IT security and IT operation
- advertising, market and opinion research
- assertion of legal claims and defence in legal disputes
- prevention and solving of crimes as well as risk management and prevention of fraud

The interest of LUX ELEMENTS GmbH & Co. KG in the respective processing arises from the respective purposes and is otherwise of a business nature (efficient fulfilment of tasks, sales, avoidance of legal risks).

If the specific purpose allows, LUX ELEMENTS GmbH & Co. KG processes your data in pseudonymised or anonymised form.

3.3. On the basis of your consent (Article 6, section 1 a) GDPR)

If you have given your consent to the processing of personal data, the respective consent is the legal basis for the processing mentioned there.

In addition, you may have consented to being contacted by e-mail or telephone for advertising purposes.

You can revoke your consent at any time with effect for the future.

This also applies to declarations of consent that you have made to LUX ELEMENTS GmbH & Co. KG before the coming into force of the GDPR, i.e. before 25 May 2018. The revocation applies only to future processing.

3.4. On account of legal regulations (Article 6, section 1 c) GDPR)

LUX ELEMENTS GmbH & Co. KG is subject to various legal obligations, i.e. legal requirements (e.g. technical checking regulations, industrial health and safety regulations, money laundering laws, tax laws).

The purposes of processing include the checking of identity and age, the prevention of fraud and money laundering, accounting, the evaluation and control of risks (including the creation of a risk profile for business partners, as well as the checking of creditworthiness and the fulfilment of checking and reporting obligations under tax laws).

4. Who receives my data?

LUX ELEMENTS GmbH & Co. KG passes on your data only in compliance with the GDPR and the BDSG (German Federal Data Protection Act). Within LUX ELEMENTS GmbH & Co. KG, your data is received by those bodies that require it in order to fulfil the contractual and legal obligations or to fulfil their respective tasks (e.g. Sales, Marketing and Accounts).

In addition, the following bodies may receive your data:

- processors (Art. 28 GDPR) employed by us, in particular in the fields of IT services, logistics, disposal and printing services, who process your data for us according to our instructions
- public bodies and institutions where there is a legal or official obligation
- our respective employees, advisers, representatives, proxies, accountants, service providers
- other bodies for whom you have given us your consent to be given your data

5. How long will my data be stored?

We delete your personal data as soon as it is no longer required for the aforementioned purposes. After the termination of the business relationship your personal data will be stored if we are legally obligated to do so. This arises from legal verification and archiving obligations, which are governed among others by the German Commercial Code and Fiscal Code. Accordingly, storage periods may

be up to ten years. In addition, it may be the case that personal data is stored for the period during which claims may be asserted against us (legal statute of limitations of three or up to thirty years).

6. Are data transmitted to a third-party country or an international organisation?

Your data are transmitted to states outside of the European Economic Area – EEA (third countries) only if this is necessary for the execution of your orders or is legally prescribed or if you have given your consent thereto.

7. What other data protection rights do I have?

Under the respective legal conditions, you have the right to information (Article 15 GDPR), to correction (Article 16 GDPR), to deletion (Article 17 GDPR), to restriction of the processing (Article 18 GDPR) and to data transferability (Article 20 GDPR).

In addition, you have the right to complain to a data protection supervisory authority (Article 77 GDPR).

You can assert these rights centrally against LUX ELEMENTS GmbH & Co. KG.

The responsible supervisory authority is the State Officer for Data Protection and Freedom of Information for North Rhine-Westphalia:

Landesbeauftragte für Datenschutz und Informationsfreiheit
 Nordrhein-Westfalen
 Postfach 20 04 44
 D - 40102 Düsseldorf
 Tel.: +49 (0) 211 / 3 84 24-0
 Fax: +49 (0) 211 / 3 84 24-10
 E-Mail: poststelle@ldi.nrw.de

Right of objection

You have the right to object to the processing of your personal data for the purposes of direct advertising without giving reasons. If we process your data for the protection of justified interests, you can object to this processing for reasons arising from your particular situation. We will then no longer process your personal data unless we can prove that there are compelling reasons worthy of protection for the processing that outweigh your interests, rights and freedoms or that the processing serves the assertion or exercising of, or defence against legal claims.

8. What data protection rights can I assert as the person affected?

Within the framework of our business relationship you need only provide such personal data as are necessary for the establishment, conduction and termination of a business relationship or to whose acquisition we are legally obligated.