

Privacy policy for customers and interested parties

Dear customers and other interested parties,

The present notice is provided to comply with our obligations under data protection law. We would like to inform you in a transparent manner below about how we handle your personal data.

1. Responsibility for data processing

IST METZ GmbH & Co. KG
Lauterstrasse 14-18
72622 Nürtingen

2. Data Protection contact

Our officially appointed data protection officer can be reached at the following contact details if required:

Mustafa Vural
Hopp + Flaig PartG mbB
Beratende Ingenieure
Neue Weinsteige 69/71,
70180 Stuttgart
E-mail: vural@hopp-flaig.de

3. Purpose of data collection

We process your personal data for the following reasons:

- To prepare individual quotations in response to inquiries for work or services from us
- To prepare contracts for services or for work and services
- To provide the contractually agreed deliverables
- To invoice customers for the contractually agreed deliverables
- To protect ourselves against payment defaults

4. Legal basis

We process your personal data on the following legal basis:

Article 6 (1)(b) GDPR

and

Article 6 (1) (f) GDPR (protection against payment defaults)

5. Further details on the purpose of use / legitimate interests of the controller

In order to provide our contractually agreed deliverables or to be able to make you an individual offer in response to your enquiry, we require a minimum amount of personal data. We always observe the principle of data economy and do not collect any personal data that we do not need to perform our tasks. In order to be able to protect ourselves against possible payment defaults, we work together with credit agencies. In this context, please note paras. 3 and 4 as well as sec. 16 of this privacy policy.

6. Internal and external disclosure of your personal data

Your personal data will only be passed on internally in order to comply with contractual obligations or to perform further tasks in connection with the activities referred to in sec. 3.

External disclosure of your personal data may take place in the following circumstances:

- Where we engage a subcontractor to perform the contractual obligations which we have agreed with you in the context of our collaboration with you
- Where we engage support services as to which access to your personal data is necessary or at least cannot be completely ruled out. This includes, for example, IT support services, services in connection with invoicing or the use of tax consulting services
- Disclosure of your personal data based on legal obligations
- Obtaining information from credit agencies

7. Transfer of your personal data to a third country or an international organisation (outside the scope of the GDPR)

As a matter of principle, we do not transfer your data to countries outside the scope of the GDPR (this also applies to internationally active organisations). Should a transfer take place nevertheless (e.g. in the context of the use of software applications or other IT services whose manufacturers are based in a country which is outside the scope of the GDPR), this would only take place where a corresponding EU adequacy decision or other appropriate safeguards are in place (e.g. EU standard contractual clauses). You have the right to receive detailed information regarding this. You may request the desired information from us by using our contact details (see sec. 2).

8. Storage period and erasure of your personal data

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The legislator has enacted a large number of retention periods, which we observe with the utmost care, and we seek advice in order to comply with these obligations. As a general rule, we only store your personal data for as long as is permitted by the defined purpose or as required by law for evidentiary reasons. Should we wish to store your data for longer than described above, we would ask you for a voluntary declaration of consent.

9. Right of information, erasure, rectification, objection and restriction of use in respect of your personal data

You have the right to request confirmation from us as to whether personal data relating to you is being processed. If this is the case, you have the right to access this personal data and to the following information:

- the purposes of the data processing
- the categories of personal data that are processed
- the recipients or categories of recipients to whom your personal data have been or will be disclosed, in particular in the case of recipients in third EU countries or international organisations
- if possible, the planned duration for which your personal data will be stored or, if this is not possible, the criteria for determining this duration
- the existence of a right to rectify or erase the personal data concerning you or to restrict processing by us or a right to object to such processing
- the existence of a right to lodge a complaint with a supervisory authority
- if the personal data are not collected from the data subject, all available information on the source of the data
- where automated decision-making, including profiling, is carried out (meaningful information about the logic involved and the scope and intended effects of such processing as to you personally).

If your personal data is transferred to a third country or an international organisation, you have the right to be informed about the appropriate "safeguards" in relation to ensuring an adequate level of data protection in connection with the transfer.

We will provide you with a free copy of the personal data that is the subject of processing. For any additional copies you request, we may charge a reasonable fee based on administrative costs. If you submit the application electronically, you will receive the information in a common electronic format unless you specify otherwise.

The right to receive a copy may be restricted if this affects the rights and freedoms of other persons.

You have the right to request that we rectify any inaccurate personal data relating to you without delay. Taking into account the purposes of processing, you have the right to request the completion of incomplete personal data, including by means of a supplementary declaration. To exercise this right, you are welcome to contact us.

You have the right to request the erasure of your personal data stored by us insofar as one of the following criteria is met:

- The personal data is no longer required in order to fulfil the agreed purpose.
- You withdraw a voluntary declaration of consent you have given (the lawfulness of the processing carried out on the basis of the consent up to the withdrawal of your consent remains unaffected by this, however).
- Your personal data has previously been processed unlawfully.
- There is a legal obligation to erase the data.
- The personal data was collected in relation to information society services provided (persons under 16 years of age).

Furthermore, you have the right to demand that we restrict processing if one of the following conditions is met:

- You dispute the accuracy of the personal data for a period of time that allows us to verify the accuracy of the personal data.
- The processing is unlawful and you object to the erasure of your personal data and instead request the restriction of use of your personal data.
- If we no longer need your personal data for the purposes of processing but you need it to assert, exercise or defend legal claims.
- If you have objected to the processing as long as it has not yet been determined whether our legitimate grounds outweigh your own.

10. Right to data portability

You have the right to receive the personal data stored by us about you, insofar as it is processed in an automated procedure, in a structured, common and machine-readable format.

You also have the right to transfer this data without hindrance on our part to another controller to whom the personal data has been provided.

When exercising your right to data portability, you have the right to cause your personal data to be transferred directly from us to another controller, where this is technically feasible.

The right to data portability may be restricted insofar as the rights or freedoms of other persons are affected by the exercise of this right.

11. Right of withdrawal of consent and continued validity of consent previously granted

If we process personal data about you on the basis of a declaration of consent, you have the right to withdraw the consent given. However, the lawfulness of the processing carried out on the basis of the consent until withdrawal remains unaffected by this. With regard to compliance with storage periods, sec. 8 of this data protection declaration must also be observed in this respect.

12. Right of appeal to the supervisory authority

Insofar as you feel the need to lodge a complaint with the competent supervisory authority, you are free to do so at any time. The address of the competent supervisory authority in Baden-Württemberg is:

Der Landesbeauftragte für den Datenschutz und die Informationsfreiheit [State Commissioner for Data Protection and Freedom of Information]
Lautenschlagerstrasse 20
70173 Stuttgart

13. Obligatory surrender of your personal data and possible consequences in case of refusal to surrender.

We require the personal data collected from you in order to perform our contractual work and services or to prepare an individual offer. Without this personal data, it is not possible to prepare offers or provide the requested work and services.

14. Automated decision-making and profiling

There is no automated decision-making undertaken with respect to you. There is no "profiling" (meaningful information about the logic involved and the scope and intended effects of such processing for your person)

carried out using the personal data collected from you.

15. Change of purpose

If we intend to change the purpose for which your personal data was originally collected, we will inform you of this in advance in a detailed and transparent manner. In this case, we will of course provide you with all the information required by law. If the change of purpose involves processing of personal data collected or held on the legal basis of a voluntary declaration of consent, we will inform you accordingly and ask for your formal consent.

16. Remaining questions, complaints or suggestions

You are welcome to contact us with any questions, complaints or suggestions regarding data protection. Whenever you have any need to do so, you are welcome to contact us for this (see sec. 2).

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