



## Data Protection Declaration

for customers and persons interested in the products and services offered by SAACKE GmbH

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We would like to inform you about the reasons we process personal data and how within the framework of our cooperation.

### Data controller

The data controller is  
SAACKE GmbH | Südweststrasse 13 | 28237 Bremen | Germany  
Tel: +49 421 64 95 0 | Fax: +49 421 64 95 5224 | Email: info@saacke.com

### Processing of personal data

SAACKE processes your personal data in order to enable you to work with us as easily, conveniently and efficiently as possible.

Within the framework of negotiating and fulfilling contracts, and the documents such as invoices, reminders and those relating to the processing of service inquiries (e.g. via our service hotline) and complaints that ensue, we process information about the names, contact data and job titles of our contacts in your company together with the content of any correspondence and the minutes of meetings.

This also applies to the organization of training services and any related documentation for which we need the names of the participants and the training courses attended.

The basis for this is Art. 6 (1) letters b, c and f of the General Data Protection Regulation (GDPR).

In the interests of efficient contact management and to ensure that we can be reached, we not only store telephone numbers but also connection data from previous attempted telephone calls.

We use products from Microsoft Corporation for online meetings, e-mail communication and project planning among other things. You can find more information on this under "Use of Windows 10 and Microsoft 365". The legal basis for this is Art. 6 (1) letter b of the General Data Protection Regulation (GDPR).

If you are already a customer, we use your (postal and electronic) contact data for information and advertising purposes as well as for customer satisfaction surveys. You can object to this type of use at any time in writing, by email or by telephone.

### Recipients

Sometimes it is necessary that names, contact data, job titles and content agreements are also forwarded on to third parties, e.g. other customers, plant operators or suppliers.

This is carried out on the basis of Art. 6 (1) letter f of the GDPR with the legitimate interest in ensuring smooth cooperation with customers or operators, e.g. for coordination purposes or to secure access rights to the facilities.

This may also include recipients in countries outside the EU that may not offer an adequate level of data protection. The forwarding of such data will only take place with your agreement and for the purposes of your legitimate interest on the basis of Art. 49 (1) letter c of the GDPR.

We use carefully selected service providers (processors) to assist us with our information and communication activities, to ensure optimum availability of our service hotline and to delete data in accordance with data protection regulations.

Within the scope of the data protection obligations defined in the GDPR, the involvement of the data protection officer (and, in some cases, additionally of the group data protection officer) is necessary. In this context, it is possible that the aforementioned data protection officers may become aware of personal data in the course of their activities. This is particularly the case during training sessions, in discussions with department heads when preparing the necessary documentation, in the event of inquiries from data subjects or when checking the lawfulness of the processing of personal data.

### Deletion of data

We delete your data as soon as they are no longer required for the purpose of processing and there are no legal obligations to store the data. This can mean a storage period of up to ten years (e.g. information on invoices) or up to 30 years if the data relates to product liability issues.

### Use of Windows 10 and Microsoft 365

We use the Windows 10 operating system and Microsoft Office 365, which we use, among other things, for effective and timely communication and task planning using the Teams, Outlook and Planner apps.

Microsoft 365 is software from Microsoft Corporation, One Microsoft Way Redmond, WA 98052-6399 USA.

Microsoft also processes your personal data in the USA. A user account must also be created in order to use Teams. Microsoft reserves the right to process customer data for its own business purposes. This poses a data protection risk for Microsoft Teams users.

We have concluded data protection agreements and EU standard contractual clauses with the provider Microsoft to guarantee a minimum level of data protection. In addition, we have minimized the data transferred to Microsoft as far as possible through appropriate default settings.

We have no influence on Microsoft's data processing activities. To the extent that Microsoft processes personal data in connection with Microsoft's legitimate business operations, Microsoft is the data controller and as such is responsible for compliance with all applicable laws.

For more information about the purpose and scope of data collection and its processing by Microsoft, please see Microsoft's privacy policy at <https://privacy.microsoft.com/de-de/privacystatement>.

### Recipients in third countries

With regard to the functional and telemetry data, Microsoft (US) is the recipient.

### Notes on Art 13 (1) e, f, GDPR

The transfer of data takes place on the basis of the aforementioned order processing agreement (Microsoft Data Protection Addendum) and the standard data protection clauses of the EU.



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<b>Rights of the persons concerned</b>	You have the right to information about the data stored by us and to receive it from us in a common, machine-readable format. You may request that the data be corrected and object to the processing of your data for reasons arising from your particular circumstances. You have the right to delete the data or to limit their processing once there are no legitimate interests to continue storing or processing them.
<b>Data protection officer</b>	<p>If you have any questions or requests regarding our handling of your data, please do not hesitate to contact our data protection officer at any time for advice and assistance:</p> <p>SAACKE GmbH Data protection officer Südweststraße 13   28237 Bremen   Germany Email: <a href="mailto:datenschutz@saacke.com">datenschutz@saacke.com</a></p>
<b>Supervisory authority</b>	If, despite contacting us, you believe SAACKE GmbH has not processed your data in accordance with the law or as agreed, you have the right to complain to a data protection supervisory authority.