

INFORMATION ABOUT DATA PROCESSING for customers, interested parties and suppliers (hereinafter referred to as “privacy policy”)

With this privacy policy, HK Cosmetic Packaging GmbH is informing you about how personal data is processed by HK Cosmetic Packaging GmbH and your rights under data protection law. This privacy policy applies to customers, interested parties and suppliers.

1. Name and contact details for the Data Controller responsible for the processing and the company Data Protection Officer

This privacy policy applies to the processing of data by:

Data Controller: HK Cosmetic Packaging GmbH
Fabrikweg 3
96450 Coburg
Tel: +49 9561 240 216
E-mail: info@hkoch.de

The company Data Protection Officer for HK Cosmetic Packaging GmbH can be contacted at the address above or at datenschutz@hkoch.de.

2. Processing of personal data, type and purpose, its use and the duration of storage

Your personal data is processed in line with the provisions of the GDPR. As part of our business relationship and/or other collaboration with you, we collect the personal data that you provide, particularly:

- Title, first name, last name, academic title
- E-mail addresses
- Address
- Telephone number (fixed network and/or mobile number)
- Fax number
- Role in the company
- Other information that is required for carrying out the business relationship.

This data is collected for the following purposes:

- So that you can be identified as our business partner
- So that the business relationship can be executed appropriately
- For the purpose of corresponding and communicating with you
- For sending you invoices
- For processing any claims and/or asserting any claims against you

The data is processed at your or our request and is necessary pursuant to the first sentence of Art. 6 Par. 1 (b) GDPR for the purposes mentioned for the appropriate preparation and execution of the contractual relationship and for the mutual fulfilment of obligations arising from the contractual relationship. Furthermore, we process personal data to comply with legal obligations (such as commercial and tax law retention obligations) pursuant to the first sentence of Art. 6 Par. 1 (c) GDPR, and on the basis of legitimate interests pursuant to the first sentence of Art. 6 Par. 1 (f) GDPR, so that we can inform you about news and/or events and/or ask you about your satisfaction with the services offered. You may object to this at any time (see point 5).

The personal data that we collect for the execution of the contract will be stored until the end of the statutory retention period and then deleted, unless we are obligated pursuant to the first sentence of Art. 6 Par. 1 (c) GDPR to store this data for a longer period due to retention and documentation obligations according to tax law and commercial law (from the German Commercial Code, German Penal Code or the work rules), or if you have consented to its storage for a longer period of time pursuant to the first sentence of Art. 6 Par. 1 (a) GDPR.

3. Forwarding of data to third parties

Your data is not transferred to third parties for reasons other than those listed below.

Your personal data will be forwarded to third parties if this is necessary pursuant to the first sentence of Art. 6 Par. 1 (b) GDPR for the processing of contractual relationships with you. The data that is forwarded may be used by the third parties exclusively for the purposes named.

4. Data subject rights

You have the right:

- pursuant to Art. 7 Para. 3 GDPR, to **withdraw** at any time the **consent** that you have granted to us. The consequence of this is that we may not continue processing the data that was based on this consent in future;
- pursuant to Art. 15 GDPR, to request **information** about your personal data that we process. In particular, you can request information about the processing purposes, the categories of personal data, the categories of recipients to whom your data is or was disclosed, the planned storage period, the existence of a right to correction, deletion, restriction of the processing or a right to object, the existence of a right to complain, the origin of your data if it was not collected by us, and the existence of automated decision-making including profiling and, where applicable, meaningful information about its details;
- pursuant to Art. 16 GDPR, to request the immediate **correction** of your incorrect or incomplete personal data that is stored by us;
- pursuant to Art. 17 GDPR, to request the **deletion** of your personal data that is stored by us, provided that the processing is not required to exercise the right of free expression and information, to comply with a legal obligation, for reasons of public interest, or to establish, exercise or defend legal claims;
- pursuant to Art. 18 GDPR, to request the **restriction of the processing** of your personal data if you dispute the accuracy of the data, if the processing is unlawful but you reject its deletion and we no longer require the data, yet you require this data to establish, exercise or defend legal claims, or if you have submitted an objection to its processing pursuant to Art. 21 GDPR;
- pursuant to Art. 20 GDPR, to **obtain** your personal **data** that you have provided to us in a structured, common and machine-readable format, or to **request** its transmission to a different Data Controller;
- pursuant to Art. 77 GDPR, to **complain** to a **supervisory authority**. You can usually contact the supervisory authority at your usual place of residence or work, or our head office.

5. Right to object

If your personal data is processed on the basis of legitimate interests in accordance with the first sentence of Art. 6 Para. 1 (f) GDPR, you have the right according to Art. 21 GDPR to object to the processing of your personal data, provided reasons for this exist that arise from your particular situation.

If you wish to exercise your right to objection, simply send an e-mail to datenschutz@hkoch.de.

6. Necessity of providing personal data

Personal data for making a decision about concluding a contract, fulfilling a contract or for performing pre-contractual measures is provided on a voluntary basis. However, we can only make a decision as part of contractual measures if you specify such personal data that is necessary for concluding the contract, fulfilling the contract or for pre-contractual measures.

7. Automated decision-making

We do not use any fully-automated decision-making processes pursuant to Art. 22 GDPR to justify, fulfil or execute business relationships or for pre-contractual measures. If we employ this process in individual cases, we will inform you about this separately, or obtain your consent where this is required by law.