Contents

1 RESPONSIBILITIES 2

2 DATA PROCESSING 2

3 PURPOSE AND LEGAL BASIS 3

4 STORAGE PERIOD 3

5 CONSEQUENCES OF NON-PROVISION 3

6 DISCLOSURE OF DATA 4

7 YOUR RIGHTS 4

8 RIGHT OF APPEAL 4

9 TRANSFER TO THIRD COUNTRIES 4

10 PROFILING 5

Information on data processing for business relationships

We hereby inform you about the processing of your personal data and the rights to which you are entitled under data protection law.

1 RESPONSIBILITIES

The person responsible for data processing is:
KooSys GmbH
André Koos
Franz-Mayer-Straße 1
93053 Regensburg
Germany
Phone: +49152-32100980
E-mail: datenschutz@koosys.de

Contact details of the data protection officer:
Bugl & Kollegen Gesellschaft für Datenschutz und Informationssicherheit mbH
Alexander Bugl
Eifelstraße 55
93057 Regensburg
E-mail: kontakt@buglundkollegen.de
Web: www.buglundkollegen.de

2 DATA PROCESSING

In the context of the business relationship, we process the following personal data:

- Contact details (e.g. company, name, address, communication data)
- Order and contract data (e.g. customer number, supplier number)
- Billing and payment data
- Meeting metadata (text, audio, and video)

Your personal data is generally collected directly from you in the context of the business relationship.

3 PURPOSE AND LEGAL BASIS

We process your personal data to the extent necessary to fulfil the following purposes:

- Establishment, execution and termination of business contracts (e.g. order processing, payment processing, invoicing), Art. 6 (1) (b) GDPR for the initiation and execution of contracts.
- Collection, processing or use of personal data are carried out for the fulfilment of the business purpose such as pre-contractual measures (e.g. request to submit an offer, to prepare offers, processing of enquiries), Art. 6 (1) (b) GDPR for the initiation and performance of contracts.
- business contact and to inform the business partner about new products and service offers, Art. 6 para. 1 lit. b GDPR for the initiation and execution of contracts.
- Conducting satisfaction surveys, Art. 6 para. 1 lit. f GDPR for the maintenance of business relationships, direct contacts, legal prosecution or satisfaction surveys.
- Legal obligation to process (e.g. due to tax requirements), Art. 6 (1) (c) GDPR for retention obligations under commercial and tax law.
- Conducting telephone conferences, online meetings and video conferences, Art. 6 para. 1 lit. f GDPR for the maintenance of business relationships, direct contacts, legal prosecution or satisfaction surveys.
- Establishment, execution and termination of purchase contracts, Art. 6 para. 1 lit. b GDPR for the initiation and execution of contracts.

4 STORAGE PERIOD

We will only store your data for as long as it is necessary to achieve the purpose of the processing or to fulfil our contractual or legal obligations, unless otherwise stated in the following information. Legal retention obligations may arise from commercial or tax regulations:

- 10 years: Annual financial statements,opening balance sheets, commercial and businessbooks, records, work instructions, organizational documents, invoices and accounting documents (HGB, AO, EStG, KStG, GewStG, UStG, AktG, GmbHG, GenG)
- 30 years: Enforceable titles
- 6 years: Commercial and businessletters as well as other documents (HGB, BGB)

Furthermore, we will retain data in connection with consents requiring proof as well as complaints and claims for the duration of the statutory limitation periods. Data stored for advertising purposes will be deleted if you object to the processing for this purpose.

5 CONSEQUENCES OF NON-PROVISION

The provision of personal data by the data subject may be required on a legal or contractual basis ormay be necessary for the conclusion of a contract. There may also be a legal obligation to provide the data.

Failure to provide the personal data couldlead to the following effects:

- The contract cannot be properly performed. Legal obligations cannotbe guaranteed.

6 DISCLOSURE OF DATA

Within our company, only those persons (e.g. specialist departments) who are involved in the implementation of the contractual agreements receive your personal data.

Outside of our company, the following entities receive your personal data:

- Software providers (e.g. Microsoft, Datev, Atlassian)
- Banks
- Tax Advisor
- Authorities (e.g. tax office, law enforcement authorities)
- Administration of justice bodies (e.g. courts, lawyers)

7 YOUR RIGHTS

You have the rights under Articles 15 – 21 GDPR:

- Right to information (Art. 15 GDPR)
- Right to rectification (Art. 16 GDPR)
- Right to erasure (Art. 17 GDPR)
- Right to restriction of processing (Art. 18 GDPR)
- Right to object to processing (Art. 21 GDPR)
- Right to data portability (Art. 20 GDPR)

Please contact the following office for this purpose:
datenschutz@koosys.de

8 RIGHT OF APPEAL

You have the option of making a complaint to the above-mentioned data protection officer or to a data protection supervisory authority. The data protection supervisory authority responsible for us is:
Bavarian State Office for Data Protection Supervision (BayLDA)

9 TRANSFER TO THIRD COUNTRIES

We transfer your personal data to service providers or group companies outside the European Economic Area in the following countries:

- USA (Microsoft)

The level of data protection is guaranteed as follows:

- Confirmation of the appropriate level of data protection by the EU Commission

10 PROFILING

We do not use purely automated processing processes to bring about a decision.