

# General data protection notice regarding the duty to inform according to the GDPR

## Data protection notice

of Hermann Otto GmbH, Krankenhausstrasse 14, 83413 Fridolfing.

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### 1. Name and contact details of the responsible office

Hermann Otto GmbH  
Krankenhausstrasse 14  
D-83413 Fridolfing

Managing Directors: Johann Hafner, Diethard Bruhn, Matthias Nath, Claudia Heinemann-Nath

Tel.: +49 (0) 86 84-908-0  
Fax: +49 (0) 86 84-908-1840  
Email: [info@otto-chemie.de](mailto:info@otto-chemie.de)  
Internet: [www.otto-chemie.com](http://www.otto-chemie.com)

### 2. Contact details of the company data security officer

Mr. Niels Rabe  
Krankenhausstrasse 14  
D-83413 Fridolfing  
Tel.: +49 (0) 86 84-908-2365  
Fax: +49 (0) 86 84-908-1883  
Email: [niels.rabe@otto-chemie.de](mailto:niels.rabe@otto-chemie.de)

### 3. Collection and storage of personal data: type, purpose and utilisation

When you engage us, the following data is collected:

- Title, first name, surname
- Address
- Email address
- Contact person
- Telephone number (landline and/or mobile)
- Fax number (if available and required)
- Account details (if applicable)

In addition, all information needed for the fulfilment of a contract with you is collected.

Personal data is collected:

- so that you can be identified as a customer or interested party
- to enable us to meet our contractual obligations to you
- to enable us to comply with statutory obligations
- to correspond with you
- for the purposes of invoicing and dunning (where applicable)
- for the purposes of legitimate direct advertising
- to assert any claims against you

The processing of personal data is undertaken when you make an enquiry to us. This data is required for the purposes stated, to process your enquiry/order and to enable us to meet obligations in connection with the relevant contract.

#### **4. Retention period and deletion**

The personal data collected is stored until the end of the statutory retention period for traders (6, 8 or 10 years from the end of the calendar year in which the contractual relationship terminated); thereafter it is deleted. However, this does not apply where we are obliged to retain such data for longer owing to fiscal or commercial retention obligations (according to the Commercial Code, Criminal Code or Fiscal Code), or where you consented to a longer storage period.

#### **5. Transfer of data to third parties**

As a rule, your personal data will not be passed on to third parties. The only exceptions to this apply where such transfers of data are necessary to uphold the contractual agreement with you.

#### **6. Your rights as an affected individual**

As an individual affected by personal data processing, you have various rights.

You may withdraw your consent at any time. Where consent is revoke, the processing of data will be discontinued in future. Provided the legal preconditions are in place, you may demand deletion or the restriction of processing (articles 17, 18 and 21 of the GDPR).

You may demand disclosure of personal data being processed by ourselves (article 15 GDPR). You may demand the amendment of incorrect or incomplete personal data held by us (article 16 GDPR).

Where you have consented to data processing or a contract governing data processing is in effect and the processing of your data is automated, you also have the right to data portability where applicable (article 20 GDPR).

Where you exercise the aforementioned rights, Hermann Otto GmbH will verify that the legal preconditions are in place. You may complain to the responsible regulatory authority where, for example, you believe we have processed your personal data unlawfully.

The responsible authority for us is:

Data Protection Authority of Bavaria  
Promenade 27  
D-91522 Ansbach  
Tel. 0981 531 300  
Fax 0981 5398 1300  
Email: [poststelle@lda.bayern.de](mailto:poststelle@lda.bayern.de)  
Internet: [www.lda.bayern.de](http://www.lda.bayern.de)

## **7. Your right to objection**

Provided we are processing your personal data on the basis of a legitimate interest, you have the right to object to such processing. Notification in text form is sufficient for exercising your right of objection; you can also write to us, send a fax or contact us by email. You will find our contact details in point 1 of this data protection notice.

## **8. Online data processing**

Certain personal data (including the IP addresses of site visitors) is processed via our internet page at [www.otto-chemie.com](http://www.otto-chemie.com). Additional data protection information is therefore supplied online under 'Data protection'.