

## Information on Data Protection according to GDPR

### - Customers and their employees -

As data processing controller, we take the protection of personal data seriously and process it according to the legal regulations.

#### 1. Controller in Terms of Data Protection

The Aareon company with which the client agreement has been concluded is controller for fulfilling the agreement and initiating further business relations. The Aareon Group companies are also joint controllers for marketing measures (e.g. invitations to events, surveys).

- Aareon AG, Isaac-Fulda-Allee 6, 55124 Mainz, e-mail: info@aareon.com
- Aareon Deutschland GmbH, Isaac-Fulda-Allee 6, 55124 Mainz, e-mail: info@aareon.com
- Aareon RELion GmbH (former mse companies), Isaac-Fulda-Allee 6, 55124 Mainz, e-mail: RELionVerwaltung@aareon.com
- phi-Consulting GmbH, Lise-Meitner-Allee 2, 44801 Bochum, e-mail: info@phi-consulting.de

The joint controllers have concluded an agreement according to which the data of interested parties will be used by Aareon AG for marketing measures (e.g. invitations to events, surveys). For customers and their employees of Aareon Deutschland GmbH and phi-Consulting, Aareon AG is the main office for determining the lead supervisory authority. For customers and their employees of Aareon RELion GmbH (former mse companies), this company is the main office for determining the lead supervisory authority.

#### 2. Contact with the Data Protection Officer

- of the first two Aareon companies by e-mail: datenschutzbeauftragter@aareon.com
- of Aareon RELion GmbH (former mse companies) by e-mail: d.klapproth@ains-a.de
- of phi-Consulting GmbH via e-mail: datenschutzbeauftragter@phi-consulting.de

#### 3. Purpose and Lawfulness of Processing

Execution of the customer relationship and fulfillment of contract according to Art. 6 Abs. 1 b) GDPR. Business initiation as well as marketing with a legitimate interest according to Art. 6 para. 1 f) for business initiation as well as marketing and/or consent according to Art. 6 para. 1 a) GDPR. Data subjects may oppose to the legitimate interest and revoke consent at any time.

#### 4. Data and Categories of Data

<b>Customers (as far as natural persons)</b>	Billing and payment data
	Address
	Bank details
	Support information, including customer development and previous contacts
	Creditworthiness data
	Data to opt-in or opt-out of marketing activities (Declared consent to receive promotional notifications and other information)
	advertising measures, newsletter registration, advertising objections)

	Photos
	Date of birth
	Contact details (phone, fax, e-mail)
	Customer number
	Name + name supplements (Mr./Mrs., academic title)
	Product or contract interest (for upselling)
	Other data that may be required for identification purposes under the Money Laundering Act
	Contract data
	Videos (recorded at events)
<b>Employees of Customers</b>	Address (usually business address)
	Data to opt-in or opt-out of marketing activities (Declared consent to receive promotional notifications and other information) advertising measures, newsletter registration, advertising objections)
	Photos
	Date of birth
	Contents (participation in workshops and training courses, statements on content (e.g. error messages, acceptance, instructions, concretization...))
	Contact details (phone, fax, e-mail)
	Name + name supplements (Mr./Mrs., academic title)
	Videos (recorded at events)

## 5. Recipient and Categories of Recipients

Relevant employees of involved departments and associated companies, processors. Aareon uses Microsoft® Office applications (e.g. Word, Outlook), where support can be provided with possible access to data from outside the EU/EEA. Microsoft support is governed by the standard EU contractual clauses, which are available in the Microsoft Trust Center.

For a customer solution with SAP® / Blue Eagle, the following applies: For individual customers, SAP support is provided with worldwide support from the SAP support organization. Subcontractors with EU standard contractual clauses can be viewed in the SAP support portal. Individual customers can activate "EU Access" in the SAP support portal. For ASP and hosting customers, Aareon activates EU Access, where SAP support is provided only from the EU/EEA and Switzerland, subject to an adequacy decision by the EU Commission. In individual cases, worldwide processing within the SAP support organisation can be carried out with the consent of the customer, for which the EU standard contractual clauses apply.

For a customer solution with Microsoft® Office 365, the following applies: If the data is hosted in the Microsoft Azure Cloud or Microsoft Support is provided, it may be possible to access data from outside the EU/EEA. For this purpose, EU standard contractual clauses apply via the Microsoft Customer Agreement and are available in the Microsoft Trust Center.

## 6. Storage Period

The data will be stored in compliance with the legal retention periods up to 10 years after termination of the customer relationship. Data that is no longer needed will be deleted. Data based on a consent will be stored until revocation. Data based on a legitimate interest will be stored for as long as the

legitimate interest exists, until objection or at the latest until 6 years after the last contact with the company or the data subject.

#### **7. Data Subject Rights**

The data subject has the right of access from the controller about the personal data, rectification, erasure, restriction of processing, revocation or objection for the future, data portability and appeal to a supervisory authority.

Status 17 November 2020