

# Privacy policy for customers, suppliers and other external third parties

The protection of personal data is important to us. Your data provided to us will be handled in accordance with the legal provisions of the European General Data Protection Regulation (EU-GDPR) and the German Federal Data Protection Act (Bundesdatenschutzgesetz - BDSG).

## 1. Name and contact details of the responsibility

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## 2. Contact details of the internal data protection coordinator

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## 3. Contact details of the external data protection officer

Herr Lukas Grothues  
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## 4. Purposes and legal basis of the processing

Personal data is only collected, stored, processed and used for purposes which are in connection with our business relationship with you. On the one hand, this involves contact data, which is basically only collected for establishing contact, processing contracts and providing services and, on the other hand, bank data in order to control payment transactions when providing services.

Your data will be processed on the base of Art. 6 para. 1 b GDPR in connection with a contract or a contract initiation, as well as Art. 6 para. 1 f GDPR in connection with the legitimate interest of our company for customer management.

## **5. Categories of recipients of personal data**

Data processing mainly takes place in the group of companies in a member state of the European Union or in another contracting state of the Agreement on the European Economic Area.

In addition, our service providers based in Germany for IT systems, in which your contact data are entered, have access to this data during maintenance or support. In order to protect data privacy, they are governed by a contract for order processing pursuant to Art. 28 GDPR.

## **6. Transfer of personal data to a third country**

If we transfer personal data to service providers or group companies outside the European Economic Area (EEA), the transfer will only take place if the third country has been confirmed by the EU Commission to have an adequate level of data protection or if other appropriate data protection guarantees (e.g. binding internal company data protection regulations or EU standard contract clauses) are in place. Within the Altra Group, such data transfer takes place exclusively on the basis of an Intra-Group Data Transfer Agreement, with which the EU standard contract clauses SET II have been agreed between all Altra companies, thus ensuring an appropriate level of data protection.

## **7. Duration of storage of personal data**

After collection, your data will be stored for as long as is necessary for the fulfilment of the respective tasks in compliance with the statutory retention periods in accordance with the German Federal Data Protection Act (§ 20 para. 2 or § 35 para. 2 BDSG) and the State Data Protection Acts (§ 19 para. 3 DSG NRW, § 16 para. 2 DSG LSA) as well as in special statutory regulations (e.g. § 84 para. 2 SGB X).

## **8. Bewerbungen**

You can apply to our company electronically, in particular via e-mail. We will of course only use your details to process your application and will not pass them on to third parties. Please note that e-mails sent unencrypted are not protected against access.

Your personal data will be deleted immediately after completion of the application process, or after a maximum of 6 months, unless you have expressly given us your consent for a longer storage of your data or a contract has been concluded. The legal basis is Art. 6 Para. 1 a, b and f DSGVO as well as § 26 BDSG.

## 9. Data security

Your data will only be processed and acknowledged by the relevant contact persons at our company. All employees entrusted with data processing are obliged to maintain the confidentiality of your data. We attach great importance to the greatest possible security of our system and use modern data storage and security techniques to protect your data optimally. Overall, the measures to be taken are data security measures and measures to ensure a level of protection appropriate to the risk with regard to the confidentiality, integrity, availability and resilience of the systems. Thereby the state of the art, the implementation costs and the kind, the scope and the purposes of the processing as well as the different probability of occurrence and severity of the risk for the rights and freedoms of natural persons in the sense of kind are 32 paragraph 1 GDPR considered. It is self-evident that our security measures are continuously improved in line with technological developments.

## 10. Rights of the data subject

According to the basic EU data protection regulation, you have the following rights:

If your personal data are processed, you have the right to obtain information about the data stored about your person (Art. 15 GDPR). Should incorrect personal data be processed, you have the right to correction (Art. 16 GDPR). If the legal requirements are met, you can request the deletion or restriction of the processing and lodge an objection against the processing (Art. 17, 18 and 21 GDPR).

If you do not provide or revoke the necessary data, your request cannot be processed or the contract with you cannot be concluded.

If you have consented to data processing or a contract for data processing exists and data processing is carried out using automated procedures, you may have a right to data transferability (Art. 20 GDPR). If you make use of your rights mentioned above, Bauer Gear Motor GmbH will check whether the legal requirements for this are fulfilled. For this purpose, please contact the data protection coordinator of Bauer Gear Motor GmbH.

In case of complaints regarding data protection, you can contact the responsible supervisory authority:

**Der Landesbeauftragte für den Datenschutz und die Informationsfreiheit Baden-Württemberg  
(Federal State Commissioner for Data Protection and Freedom of Information Baden-Württemberg)**

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