

## **Information for Our Customers and Business Partners according to the General Data Protection Regulation Article 13**

**May 2018**

Dear customers and business partners,

With the information below we would like to inform you about which personal data of our customers and business partners we collect and how we process this data. This information sheet should also inform you about your rights as a concerned party. Privacy policy for visitors to our website can be found [here](#).

Most of this information will already be known to you since you provided it to us. If you have any questions about this topic, please contact your contact person or our Data Protection Officer.

### **Who is responsible for data processing and whom can I contact?**

Prüf- und Forschungsinstitut Pirmasens e.V.  
Marie-Curie- Straße 19,  
66953 Pirmasens  
Phone: +49 6331 2490 0  
Fax: +49 6331 2490 60  
E-mail: [info@pfi-germany.de](mailto:info@pfi-germany.de)

Contact details of the Data Protection Officer: [datenschutz@pfi-germany.de](mailto:datenschutz@pfi-germany.de)

### **Which categories of personal data do we process?**

We collect the name and contact details of our contact persons as well as their company affiliation and their position in the company. Depending on the contractual relationship, we also process information on the area of responsibility of the contact person or appointments.

### **How long will this data be stored?**

The data of our customers and contacts remains stored as long as business relations exist or you express interest in our services. For data in contractual agreements and for billing there are legal storage periods of 6 or 10 years.

### **For what purposes do we process the data?**

We process the data to answer inquiries, to prepare offers, to perform contracted services and for invoicing purposes.

### **On which legal basis do we process your data?**

We collect and store customer data exclusively on the basis of contractual or pre-contractual relations (Art. 6 GDPR)

### **Who receives the data?**

We do not pass on the customer data collected for our own purposes to third parties.

### **Is there an obligation to provide data?**

If you do not enter into a contractual relationship with us, there is no obligation on your part to provide us with any data.

### **Will I be subject to automated decision-making or profiling?**

Based on your personal data, we do not carry out automated decision-making that has a legal effect on you or that affects you in a similar manner (Art. 22 GDPR).

### **Your rights as a concerned party**

According to Chapter III of the GDPR, you have the right to obtain information about your personal data, the right to correct incorrect data, the right to erase your data or to restrict processing, the right to object to processing, the right to data portability and the right of withdrawal of given consent, if granted.

You have the right to complain to the Hessian or another data protection supervisory authority if you believe that our company has handled your data inappropriately or improperly.