

# Data Protection Notice in accordance with the EU General Data Protection Regulation for business partners and prospects or their contact persons

The following information is intended to provide you with an overview of the processing of your personal data that we carry out and of your rights under data protection law. The data processed in each individual case depends to a great extent on the type and scope of the existing business relationship.

Please also provide this information to current and future authorised representatives and contact persons within your company.

	<p>bank details, goods/services ordered, invoice data,</p> <ul style="list-style-type: none"> <li>▪ Communication data in connection with the correspondence (emails, exchange of letters)</li> <li>▪ Verification information (e.g. identity documents), authentication data (e.g. specimen signature), Creditreform score</li> </ul>
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## 1. Who is responsible for the processing of your personal data and who can you contact?

The Controller is:

Salzgitter Mannesmann Stahlhandel GmbH  
Schwannstr. 12  
40476 Düsseldorf, Germany  
Telephone: +49 (0)211-4300-1

You can contact our **Data Protection Officer** at the above-referenced address and telephone number and by email at: [datenschutzbeauftragte@szmh-group.com](mailto:datenschutzbeauftragte@szmh-group.com)

## 2. What data do we use and how do we collect it?

Within the scope of initiating and executing the business relationship, we process, in particular, the following data categories of our business partners or their contact partners, which we obtain directly from them or from another company of the Salzgitter Group, to which the controllers belong according to §18 Stock Corporation Act ("Aktengesetz"), or from other third parties (e.g. Creditreform) in a permissible manner (e.g. for performance of contracts or which we have obtained based on consent given). Secondly, we process data, which we have obtained permissibly from public sources (e.g. commercial register, press, internet):

Potential customers	<ul style="list-style-type: none"> <li>▪ Personal/contact data (e.g. first name, surname, company, position, role, address, (mobile) telephone number, fax, email)</li> <li>▪ Communication data in connection with the correspondence (emails, exchange of letters)</li> </ul>
Customers	<ul style="list-style-type: none"> <li>▪ Personal/contact data (e.g. first name, surname, company, (mobile) telephone number, fax number, email)</li> <li>▪ Contractual and accounting data (e.g. bank details, goods ordered, invoice data,</li> <li>▪ communication data in connection with correspondence (emails, exchange of letters)</li> <li>▪ Verification information (e.g. identity documents), authentication data (e.g. specimen signature), Creditreform score</li> </ul>
Suppliers/Service providers	<ul style="list-style-type: none"> <li>▪ Personal/contact data (e.g. first name, surname, company, (mobile) telephone number, fax number, email)</li> <li>▪ Contractual and accounting data (e.g.</li> </ul>

## 3. For what purposes do we process your data and what is the legal basis for this?

The purpose of the company is the trade with iron and steel goods and their substitute products. In connection with this business purpose the company may also trade with other products and may run facilities for processing the goods. Data processing is carried out to exercise these purposes and in compliance with the provisions of the EU General Data Protection Regulation ("GDPR"), the Data Protection Act ("BDSG") and all further relevant laws (e.g. Commercial Code - "HGB", Tax Code - "AO", etc.).

### a. For the performance of a contract or for pre-contractual measures (Art. 6 para. 1b GDPR)

First and foremost, personal data processing serves the purpose of performance of contracts with our customers, suppliers and service providers. This also includes the implementation of pre-contractual measures, upon request of the business partner.

### b. Within the scope of a balancing of interests (Art. 6 para. 1f GDPR)

Where required, we process your data beyond the actual performance of the contract to safeguard our legitimate interests or those of third parties.

Examples:

- Examination and optimisation of procedures to assess needs and to contact customers directly
- Advertising or market or opinion research, insofar as you have not objected to the use of your data
- Visa applications to facilitate visits by customers and/or potential customers obliged to hold a visa
- Identification of payees
- Assertion of legal claims and defence in legal disputes
- Ensuring IT security and effective IT operations
- Prevention of criminal activity
- Video monitoring for the prevention and prosecution of criminal activities and to ensure rights determining who shall be allowed or denied access
- Measures for the safety of buildings and facilities (e.g. entry controls)
- Consultation by and data exchange with credit agencies (e.g. Creditreform) to determine risks relating to creditworthiness and default

### c. On the basis of consent (Art. 6 para. 1a GDPR)

Insofar as you have given us consent to process your personal data for specific purposes (e.g. newsletter), the lawfulness of this processing is based on your consent. Consent issued can be withdrawn with future effect at any time. This also applies for the withdrawal of declarations of consent, which were provided to us before the GDPR came into force, i.e. before 25 May 2018.

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Please note that withdrawal is only effective for the future. Processing which was carried out before the withdrawal is unaffected thereby.

## d. On the basis of legal obligations (Art. 6 para. 1c GDPR) or in the public interest (Art. 6 para. 1e GDPR)

In addition, we are subject to various legal obligations, i.e. legislative requirements (e.g. tax law provisions, customs regulations, occupational safety regulations). Amongst other things, the fulfilment of tax law monitoring and reporting obligations and occupational safety requirements fall under processing purposes.

## 4. Who receives your data?

Within our company, access to your data is obtained by those offices which require it for the performance of our contractual and legal obligations or to fulfil the above-mentioned purposes. Service providers and agents used by us can also obtain data for this purpose.

Forwarding of data to recipients outside the company is only carried out if legislative provisions demand this or you have consented to this.

All recipients are, for their part, obliged to comply with data protection.

Under these conditions, recipients of personal data may be:

- Public offices and institutions (e.g. tax authorities) in the event of a legal or administrative obligation
- Processors, to which we transfer personal data for implementation of the business relationship with you (e.g. support/maintenance of IT facilities, data destruction, payment transactions, accounting, customs clearance)
- Offices in respect of which you have given us your consent to data transfer
- Companies within the Salzgitter AG Group for the purposes of internal management and control (e.g. export control) and for internal communication

There is no data transfer to countries outside the EU or the EEA (so-called third countries), unless this is required for contract implementation, is legally prescribed or you have given your consent or this occurs within the scope of processing. Where service providers in a third country are used, an appropriate level of data protection shall be ensured.

## 5. How long will your data be stored?

We process and store your personal data for as long as required for fulfilment of the purposes specified under Article 3. It should be noted that our business relationship is generally a long-term one.

If the data is no longer required for the fulfilment of contractual or legal obligations, it is to be deleted on a regular basis, unless restricted further processing is required for the following purposes:

- Fulfilment of trade and tax storage periods, e.g. based on the Commercial Code or Tax Code. The periods stipulated therein amount to between 2 and 10 years.
- Retention of evidence within the scope of the statute of limitations (e.g. §§ 195ff. Civil Code, generally 3 years, but in certain cases, up to 30 years).

## 6. What data protection rights do you have?

Each data subject has the right to **information** according to Art. 15 GDPR, the right to **correction** according to Art. 16 GDPR, the right to **deletion** according to Art. 17 GDPR, the right to **restriction of processing** according to Art. 18 GDPR, the right to **object** under Art. 21 GDPR, and the right to **data portability** under Art. 20 GDPR. For the right to information and the right to deletion, the restrictions of §§ 34 and 35 Data Protection Act apply. Further, there is a **right of complaint** to the competent data protection supervisory authority (Art. 77 GDPR in conjunction with § 19 German Data Protection Act).

Consent given to the processing of personal data can be withdrawn at any time. This also applies for the withdrawal of declarations of consent which were given to us before the GDPR came into force, i.e. before 25 May 2018. Please note that revocation only has future effect. Processing which was carried out before the withdrawal is unaffected thereby.

## 7. Is there an obligation on your part to provide data?

Within the scope of a business relationship, you must provide data which is required for the business relationship to be established and implemented and for fulfilment of the associated contractual obligations or where we are legally obliged to collect data.

## 8. Is there any automatic decision-making (including profiling)?

Automatic decision-making or profiling is not used.

## Information on your right to object according to Art. 21 GDPR

### 1. Case-by-case right to object

You have the right, for reasons which relate to your particular situation, to object at any time to processing of the personal data relating to you, which is carried out on the basis of Art. 6 para. 1f GDPR (data processing on the basis of a balancing of interests).

If you object, we will no longer process your personal data, unless we can prove compelling legitimate grounds for the processing, which outweigh your interests, rights and freedoms or the processing serves the assertion, exercise or defence of legal claims.

### 2. Right to object to data processing for advertising purposes

In individual cases, we process your personal data to engage in direct advertising. You have the right to object, at any time, to the processing of personal data relating to you for such advertising purposes.

If you object to processing for the purposes of direct advertising, we will no longer process your personal data for these purposes.

The objection can be made in any form and should preferably be sent to the Controllers specified at Article 1.