

Fulfillment of the information duty

Art. 13 and 14 DSGVO

Note for data processing

1. Name and contact data of the processing responsible

These data protection notes apply for the data processing through:

Responsible: PadaLuma Ink-Jet Solutions GmbH

Managing Director: Patrik Lutz

Address: Lerchenfeld 6, 91459 Markt Erlbach, Germany

Data protection commissioner:

Richard Alt

Lerchenfeld 6, 91459 Markt Erlbach

E-Mail: [privacypolicy\[at\]palis-digital.com](mailto:privacypolicy[at]palis-digital.com)

2. Collection and storage of personal data as well as kind and purpose of the usage

If you contact us, we collect the following data:

- Company, title, pre-name, name,
- A valid email, address, contact person
- Tax number, bank account
- Telephone number (landline and/or mobile)
- Reason for contacting

The data survey is carried out,

- To identify you as customer/supplier;
- To accordingly consult you;
- For offer preparation;
- For the correspondence with you, order processing;
- For the fulfilment of the order, delivery note creation;
- For billing;
- For complaint and repair processing;
- For project management

The data processing occurs due to your request/contact and is according to Art. 6 Abs. 1 S. 1 lit. b DSGVO necessary for the appropriate order processing.

The by us for the assignment collected personal data is by statutory storage requirements of 10 years and by the end of the calendar year in which the mission has been fulfilled, stored and deleted after, unless, we are obliged according to Artikel 6 Abs. 1 S. 1 lit. c DSGVO due to tax and balance sheet regulation retention and documentation to a longer (OF HGB, StGB or AO) storage or if you have given your consent to a extended storage according to Art. 6 Abs. 1 S. 1 lit. a DSGVO.

The data is destroyed upon expiry of the archiving time limit by a shredder according to security level and class or is disposed by a shredding with accordant AV contract.

For applicants and staff:

Name, Address, Telephone number, valid E-Mail, mobile /landline, driver license, data of birth (Date/Location/Country), Bank account, wage and payment data, religion, social insurance data, tax data (tax class, tax allowance), trade association submission, medical certificates, school education/education/training, CV, application data, insurances

- For processing the application procedure;
- For work contract and termination of employments;

If the company PadaLuma Ink-Jet Solutions GmbH completes an employment contract with an applicant those transmitted data is stored within the employment relationship considering the statutory regulations.

If no employment contract is concluded with the applicant by the controller, the application documents shall be automatically erased two months after notification of the refusal decision, provided that no other legitimate interests of the controller are opposed to the erasure or if the applicant has given his consent for a longer data storage of max. 6 months after notification of the rejection. Other legitimate interest in this relation is, e.g. a burden of proof in a procedure under the General Equal Treatment Act (AGG).

3. Data disclosure to third parties

A transfer of your personal data to third parties for other as in the following mentioned purposes is not proceeded. Your personal data is disclosed to third parties if those, according to Art. 6 Abs. 1 S. 1 lit. b DSGVO, are required for processing contractual basis or employment relationships. This shall include in particular the disclosure to subcontractors for order completion or public authorities/offices with regard to an employment relationship. The disclosed data may be used only for the mentioned purposes.

4. Rights of affected persons

You have the right:

- According to Art. 7 Abs. 3 DSGVO you can [withdraw your consent at any time](#). This means that we are not allowed to proceed any data processing which were based on your consent, in the future;
- According to Art. 15 DSGVO [to request the right of access about your proceeded personal data](#). In particular you can request information about the data handling purpose, the category of the personal data, the category of receivers, which has or have been disclosed the data, the planned storage time, the existing right of correction, deletion or limitation of processing or objection, existing right of appeal, the data source if not collected by us as well as about the existence of an automated decision making including profiling and where appropriate meaningful information about details;
- According to Art. 16 DSGVO immediately request [correction](#) of wrong or completion of your proceeded data by us;
- According to Art. 17 DSGVO to request the [deletion](#) of your saved personal data insofar that the processing is not necessary for the exercise of freedom of expression and information, for the fulfillment of a legal obligation, on the ground of public interest or assertion, exercise or defense of legal claims;
- According to Art. 18 DSGVO to request the limitation of processing your personal data insofar as you contest the [data accuracy](#), the processing is unlawful but you refuse the deletion and we do not need these data any longer;
- According to Art. 20 DSGVO to request your provided personal data in a structured, popular and machinereadable format or the transmission to another responsible and

- According to Art. 77 DSGVO you have the right to lodge a complaint with the competent supervisory authority if our behavior in relation to your personal data raise concern.

5. Right of objection

Provided that your personal data is processed based on legitimate interests according to Art. 6 Abs. 1 S. 1 lit. f DSGVO you have the right, according to Art. 21 DSGVO, to lodge an [appeal](#) against the processing of your personal data insofar that grounds exist for which are arising out of your special situation.

If you want to use your right of withdrawal a mail to our data protection commissioner Richard Alt [privacypolicy\[at\]palis-digital.com](mailto:privacypolicy[at]palis-digital.com) suffices. We will contact you after receipt of your mail to process your request.