

Privacy Policy

of enviacon GmbH, CEO: Dr. med. Konrad Bauer, Schlossstr. 26, 12163 Berlin

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1. Name and contact details of the responsible body

This privacy policy applies to us,

enviacon GmbH
CEO: Dr. med. Konrad Bauer
Schlossstr. 26
12163 Berlin
Tel .: 030-8148841-0
Fax: 030-8148841-10
E-Mail: bauer@enviacon.com,

as responsible body.

2. collection and retention of personal data; Nature, purpose and use

When you hire us, the following information is collected:

- title, first name, last name
- Address
- E-mail address
- Telephone number (landline and / or mobile)
- if necessary fax number (if available & desired)
- If necessary, account information

In addition, all information necessary for the implementation of the service is collected.

The collection of personal data takes place

- to identify you as a customer;
- to give you adequate advice;
- to fulfill our contractual obligations to you;
- to comply with our legal obligations;
- for correspondence with you;

- for invoicing or, if necessary, in the context of the dunning process;
- for the purposes of permissible direct mail;
- to assert any claims against you.

The processing of the personal data takes place for the performance of our service and for the fulfillment of obligations from the underlying agreements.

The collected personal data will be stored until the end of the statutory storage obligation for merchants (6, 8 or 10 years after the end of the calendar year in which the contractual relationship was terminated). By way of exception, this does not apply if we are obliged to retain storage for a longer period due to tax or commercial storage requirements (in accordance with HGB, StGB or AO) or if you have consented to storage beyond that.

3. Disclosure of data to third parties

A transfer of your personal data to third parties will not take place. Exceptions to this apply only insofar as this is necessary for the execution of our services for you. This includes, in particular, passing on to third parties commissioned by us whose activities are necessary for the performance of the contract (for example subcontractors in the destination country, chamber of foreign trade or banks). The transferred data may only be used by the third parties for the stated purposes.

4. Your rights as an affected person

You, the data subject, have various rights:

- Right of Withdrawal: You can revoke your consent at any time. The data processing, which is based on the revoked consent, may then no longer be continued in the future.
- Right to information: You can request information about your personal data processed by us. This applies in particular to the purposes of data processing, the categories of personal data, if applicable the categories of recipients, the duration of storage, if applicable the origin of your data and, if applicable, the existence of automated decision-making including profiling and possibly meaningful information about their details,
- Right of rectification: You may request the correction to be incorrect or to complete your personal data stored with us.
- Cancellation law: You may request the deletion of your personal data stored with us, as far as their processing is not required to exercise the right to freedom of expression and information, to fulfill a legal obligation, for reasons of public interest or to assert, exercise or defend legal claims.
- Right to restriction of processing: You may request the restriction of the processing of your personal data, as far as the accuracy of the data is disputed by you, the processing is unlawful, although you reject its deletion. You also have this right if we no longer need the information, but you need it to assert, exercise or defend your rights. In addition, you have this right if you have objected to the processing of your personal data;
- Data transferability: You may request that we provide you with the personal information you have provided to us in a structured, common and machine-readable format. Alternatively, you may request the direct transfer of personal information you have provided us to another person in charge, as far as this is possible.
- Right of appeal: You can complain to the supervisory authority responsible for us, for e.g. if you believe that we are processing your personal information in an unlawful manner. The authority

responsible for us is: Berlin Commissioner for Data Protection and Freedom of Information, Friedrichstr. 219, 10969 Berlin, Tel .: 030 13889-0, Fax: 030 2155050, E-Mail: mailbox@datenschutz-berlin.de, Web: www.datenschutz-berlin.de

5. Your right to object

As long as we process your personal data on the basis of a legitimate interest, you have the right to appeal against this processing. If you would like to exercise your right of objection, a written notification is sufficient. You are therefore welcome to write us a fax or an e-mail. Our contact details can be found under point 1. of this privacy policy.

6. Informed consent in accordance with Article 7 GDPR

I consent to my personal data being processed for the above purposes. I have taken note that I can revoke this consent at any time from the enviacon GmbH.

Date, Signature