

Data privacy statement on the processing of the data of interested parties/customers and business partners

With this statement, we would like to inform you about the processing of your personal data by Kvinta GmbH and the rights you are entitled to under the new data protection law.

Person responsible for data processing

Company:	Kvinta GmbH
Person(s) in charge / Operators:	Olaf Huderitz, Konstantin Dipner
Address:	Pariser Platz 6a 10117 Berlin Germany
Telephone:	+49 30 300 149 3053
Email:	backoffice@kvinta.com
Web:	www.kvinta.com

Company data protection officer

Due to the circumstances, we are not subject to the mandatory appointment of a company data protection officer, according to §38 Federal Data Protection Act (BDSG) new and Article 37 GDPR (DSGVO).

Purpose and legal basis of the data processing

We collect and process your personal data as customers of our company within the framework of customer and order management, as interested parties within the framework of the general sales process, and as business partners in collaborations.

The responsible contact person is Olaf Huderitz.

Email: backoffice@kvinta.com

For the initiation and duration of a business relationship, we have to collect and process various details from you. This begins with the initiation and conclusion of an order agreement with you, continues with the implementation of the order and the business relationship and

also covers the termination of the business relationship. **The initiation, conclusion, implementation and termination of a business relationship are not possible without processing your personal data.**

Especially offer and order agreements, order and appointment confirmations, as well as invoices must be prepared within the framework of the business relationship which also includes keeping a customer file with personal contact persons, communication of information about the order or within the framework of the business relationship, information about the company and its offers. Depending on the project, time accounts are kept to verify and invoice the services provided.

The personal data processed by us within the framework of the initiation, conclusion, implementation and termination of the business relationship include your first name and last name, your address details, telephone number, electronic address and if necessary, your bank details.

The legal basis for this type of data processing are especially article 6 para. 1 a), b) EU General Data Protection Regulation (GDPR). Processing on the basis of legitimate interests is only carried out in the case of article. 6 para. 1 f) GDPR.

Data exchange with service providers and other recipients

In order to fulfil our contractual and legal obligations, we employ external service providers, such as a tax consulting company, lawyers and software service providers, to whom we transfer your personal data if the same is required.

Additionally, we or the above-mentioned service providers may transfer your personal data to other recipients, such as public authorities in order to fulfil the statutory notification duties (e.g. tax authorities)

Duration of data retention

We delete your personal data as soon as it is no longer required for the above-mentioned purposes. It may happen that personal data is kept for the time during which claims can be asserted against our company (in accordance with the statutory limitation periods). We also retain your personal data as far as we are legally obliged to do so. Corresponding obligations to produce proofs and preserve records result, among other things, from the German Commercial Code and the German Fiscal Code. The retention periods are up to ten years according to the German Commercial Code and the German Fiscal Code.

Data subject rights

At the address given above, you can request information about your retained personal data.

Apart from that, under certain circumstances, you can request the correction or deletion of your data. You may have a right to restrict the processing of your data as well as a right to have the data provided by you released in a structured, current and machine-readable format.

If you have given separate consent for the processing of personal data, it is possible to revoke your consent at any time. By revoking the consent, the data processed before revocation shall remain lawfully processed. The revocation of consent must be declared to the same authority to which the consent was declared.

Right of appeal

You have the option of lodging a complaint with the data protection officer in our company or with a data supervisory authority. The data protection supervisory authority which is responsible for us is:

**Berliner Beauftragte für Datenschutz und Informationsfreiheit
Behördlicher Datenschutzbeauftragter**

Friedrichstr. 219
10969 Berlin
+49 30 13889-406
behDSB@datenschutz-berlin.de

Transfer of data to a third country

If we transfer personal data to service providers outside the European Community, we will only do so if the EU Commission has confirmed that the third country has an adequate level of data protection or if there are other appropriate data protection guarantees (e.g. binding internal company data protection regulations or EU standard contractual clauses).