

Information on data protection for customers and interested parties · 25 May 2018

The explanations below are intended to provide our customers and interested parties with information on how we and our affiliated companies process personal data and the rights of the data subjects in accordance with the General Data Protection Regulation (GDPR) of 25 May 2018 in conjunction with the German Federal Data Protection Act (BDSG). The legal basis for the provision of this information is established in Articles 13 and 14 of the GDPR.

This Privacy Policy shall be updated as necessary and published in a suitable form that is accessible to the data subjects. This may take the form of a letter, e-mail, online publication and/or physical notice.

1. Who is the controller responsible for data processing?

The controller responsible for data processing is:
Solarlux GmbH (hereinafter referred to as the "Company")
Industriepark 1 · 49324 Melle · Germany
Telephone: +49 5422 9271-0
E-mail: datenschutz@solarlux.com
Internet: solarlux.com

2. How can I contact the data protection officer?

The Company has designated a data protection officer. The designated data protection officer can be contacted via the following e-mail address:

e-mail: datenschutz@solarlux.com

If you wish to contact the data protection officer by post, please use the address listed in Section 1., adding the line "Data Protection - personal/confidential" to your envelope.

3. What personal data do you process?

We process the following data pertaining to our customers and interested parties:

- The names of the contact persons in the customer's/interested party's company
- The contact details of the contact persons in the customer's/interested party's company (e.g. e-mail address, telephone number)

4. Where does the data originate from (data source)?

We usually collect the data directly from the data subjects themselves, e.g. by:

- Collecting contact details in order to draw up a quotation or for other matters relating to an order/project
- Collecting contact details in order to submit enquiries to our suppliers

Data we collect from sources other than the data subject themselves may include:

- The provision of contact data by partner companies working on behalf of the Company.

5. For what purpose is the data processed, and on what legal basis?

The processing of personal data is permitted where there is a legal basis for the processing. The data of our customers/interested parties is processed on the following legal bases:

5.1 Fulfilment of contractual obligations

Personal data is processed in order to allow the performance of the contractual agreement, e.g. the provision of contracted services. This includes pre-contractual measures such as drawing up quotations.

5.2 Fulfilment of legal obligations

There are a number of legal regulations which must be taken into account when providing a service or setting up a contract. Examples of such regulations include:

- Legally established retention periods for the Company in accordance with the German Commercial Code (HGB) and Fiscal Code (AO)
- Any liability or warranty claims

5.3 Legitimate interest on the part of the controller

Processing may be necessary in keeping with a legitimate interest on the part of the Company, providing such interests are not overridden by the interests or fundamental rights and freedoms of the data subject that require protection of personal data. Examples of such legitimate interests include marketing measures implemented by the Company.

5.4 Consent

If the data subject has provided consent for the processing of their personal data, said consent shall act as the legal basis for the processing activities named in the declaration of consent. Consent can be withdrawn at any time, effective for the future. Any withdrawal of consent shall only apply to future processing activities.

6. Will my personal data be passed on to third parties?

If so, to whom?

Depending on the region, personal data may be passed on to specialist trade partners who have been commissioned to carry out the order in question.

7. Will my personal data be passed on to third parties in third countries?

Depending on the region, personal data may be passed on to specialist trade partners who have been commissioned to carry out the order in question.

8. How long is personal data stored for?

The Company must observe the legal requirements when setting up and performing contracts.

The legal retention period for documents that are relevant for accounting and tax purposes is usually 10 years. There is a 6-year retention period for commercial letters, regardless of whether they are sent as hard copies or digitally (e-mail).

Irrespective of the applicable retention periods, measures are in place to ensure that only authorised employees can access the data at any time. This applies to both paper files and digital data on IT systems.

In conjunction with the expiry of the legal retention period, the paper-based files shall be destroyed and the data on the IT systems erased using methods compliant with data protection regulations.

9. What rights do data subjects have?

The processing of personal data is usually a prerequisite for the performance of a contract, the provision of a service or the conclusion of a contract. As such, the rights of the data subject must be guaranteed with reserve to certain requirements laid out in the General Data Protection Regulation:

9.1 Right of access

9.2 Right to rectification

9.3 Right to erasure/right to be forgotten

9.4 Right to restriction

9.5 Right to object

9.6 Right to data portability

9.7 Right to withdraw consent

9.8 Right to lodge a complaint with a supervisory authority

10. Am I required to provide my data?

Customers and interested parties must provide the personal data required in order to establish, conduct and terminate the contractual relationship, or that we are required by law to collect. Without the provision of this data, we will not be able to conclude a contract or perform the tasks relating to the order/contract in question.

11. Do you use data for automated decision-making or profiling purposes?

We do not use any techniques that constitute profiling as defined in Art. 4(4) of the GDPR or automated decision-making as defined in Art. 22 of the GDPR during the fulfilment of our contracts or the provision of our services.