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# Privacy Policy for the Processing of Customer and Supplier Data

## Introduction

At E+E Elektronik GmbH, we are committed to protecting and preventing any misuse of your personal data.

Our Privacy Policy explains what personal data we collect and why we use them, how you can monitor your personal data, and what measures we use to protect your data. It applies to personal data that we collect for order processing (quotations, invoices, purchase orders,...), newsletters, email communication, general customer and supplier correspondence, as well as the improvement of our services, products and experiences in relation to the expectations of our customers.

By forwarding your personal data to us, you are confirming that you have read and understood the conditions of this Privacy Policy. We take responsibility for the personal data that we collect about you. While we leave the monitoring of your data to you, we strive to maintain transparency about how we deal with them.

The location responsible for the processing of your data is  
E+E Elektronik GmbH  
Langwiesen 7  
4209 Engerwitzdorf

No data protection officer has been appointed because this is not required by law.

## Our Privacy Policy principles

Privacy policies can be complicated, which is why we try to formulate our Privacy Policy so that she is as clear as possible and easily to understand. For better understanding, we have also briefly summarized below how we integrate your personal data into our Privacy Policy principles. These principles embody our commitment to data protection and the handling of your personal data in the correct way, as you would expect.

The promise of E+E Elektronik GmbH:

- We request or collect only the personal data for the purpose of order processing (quotations, invoices, purchase orders,...), newsletters, email communication, general customer and supplier correspondence, as well as the improvement of our services, products and experiences in relation to the expectations of our customers, and also for other purposes as stated in our Privacy Policy.
- We leave it to you to monitor the personal information that we have collected about you to ensure that it is correct and in compliance with your preferences. We ensure the security of your personal data at all times.
- We ensure that the collected personal data about you is treated fairly and transparently.
- As stated in our privacy policy, we use your personal information as a matter of principle only for the purpose for which you have entrusted us with this information.
- We never sell your data and only share it with others as stated in our Privacy Policy or if you request us to do so.
- We respect your decisions and inform you about any changes that affect your personal data and how we use them.
- We accept responsibility for the personal data that we process about you.

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## What personal data we collect, how and for what purposes we process it

We are not interested in collecting every possible item of personal information about you. Our main reason for collecting your personal data is for contractual or pre-contractual purposes so as to be able to provide you with a quotation and deal with the purchase processing and order processing. For this purpose, it is necessary to record your first name and surname, company address, company phone number and your company email address. For the sake of completeness, we record your job title or your function in your company, the market segment of your company, your product interests and the origin of your data (trade fair or website visit, provision of a business card, contact by telephone). We also use this data to answer your questions and enquiries, and to communicate with you. Further processing of your data for the purpose of direct marketing in any form that requires your consent, such as the electronic transmission of advertising or the placement of personal advertisements, will take place only on the basis of your additional optional consent. There is no obligation to give your consent to us. The non-giving of your consent would only result in that you don't receive advertising in any form that requires your consent.

As a matter of principle, your data is not forwarded to any third parties or third countries. As we use the services of MailChimp to transmit electronic advertising, we provide—implied that you have agreed to receive electronic advertising—your name and email address to the US-based service provider Rocket Science Group LLC.

We take appropriate steps to ensure that your personal data are correct, complete and up to date. Please note that you have a mutual responsibility for the correctness of your personal data. Please inform us, if your personal data changes.

## Your rights

Subject to certain exemptions, and in some cases dependent upon the processing activity we are undertaking, you have certain rights in relation to your personal information.

If you wish to access any of the following rights, we may ask you for additional information to confirm your identity and for security purposes, in particular before disclosing personal information to you. We reserve the right to charge a fee where permitted by law, for instance, if your request is manifestly unfounded or excessive.

You can exercise your rights by Contacting Us. Subject to legal and other permissible considerations, we will make every reasonable effort to honour your request promptly or inform you if we require further information in order to fulfil your request.

We may not always be able to fully address your request, for example, if it would impact the duty of confidentiality we owe to others, or if we are legally entitled to deal with the request in a different way.

## Right to access personal information

You have a right to request that we provide you with a copy of your personal information that we hold and you have the right to be informed of: (a) the source of your personal information; (b) the data we process; (c) the purposes, legal basis and methods of processing; (d) the data controller's identity; and (e) the entities or categories of entities to whom your personal information may be transferred.

## Right to rectification and erasure

You have a right to request that we rectify inaccurate personal information. We may seek to verify the accuracy of the personal information before rectifying it.

You can also request that we erase your personal information in limited circumstances where:

- it is no longer needed for the purposes for which it was collected; or
- you have withdrawn your consent (where the data processing was based on consent); or
- following a successful right to object (see Right to object); or
- it has been processed unlawfully; or
- to comply with a legal obligation to which POWSTER is subject.
- We are not required to comply with your request to erase personal information if the processing of your personal information is necessary:
  - for compliance with a legal obligation; or
  - for the establishment, exercise or defence of legal claims.

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## Right to restrict the processing of your personal data

You can ask us to restrict your personal information, but only where:

- its accuracy is contested, to allow us to verify its accuracy; or
- the processing is unlawful, but you do not want it erased; or
- it is no longer needed for the purposes for which it was collected, but we still need it to establish, exercise or defend legal claims; or
- you have exercised the right to object, and verification of overriding grounds is pending.

We can continue to use your personal information following a request for restriction, where:

- we have your consent; or
- to establish, exercise or defend legal claims; or
- to protect the rights of another natural or legal person.

## Right to transfer your personal data

You can ask us to provide your personal information to you in a structured, commonly used, machine-readable format, or you can ask to have it transferred directly to another data controller, but in each case only where:

- the processing is based on your consent or on the performance of a contract with you; and
- the processing is carried out by automated means.

## Right to object to the processing of your personal information

You can object to any processing of your personal information which has our legitimate interests as its legal basis, if you believe your fundamental rights and freedoms outweigh our legitimate interests.

If you raise an objection, we have an opportunity to demonstrate that we have compelling legitimate interests which override your rights and freedoms.

## Right to lodge a complaint with your local supervisory authority

If you have concerns about how we are processing your personal data or you are of the opinion that the processing is no longer consistent with the Data Protection Act or EU General Data Protection Regulation, you have a right to lodge a complaint with the data protection authority (Österreichische Datenschutzbehörde, Wickenburggasse 8, 1080 Vienna, telephone no.: +43 1 531 15 - 202525, email: [dsb@dsb.gv.at](mailto:dsb@dsb.gv.at)).

We ask that you please attempt to resolve any issues with us first, although you have a right to contact your data protection authority at any time.

E+E Elektronik GmbH also provides you with the opportunity of contacting the data protection manager via the email address [privacy@epluse.at](mailto:privacy@epluse.at) with your concerns.

## Retention period and automatic deletion

We retain your personal data for as long as is necessary to fulfil the purpose for which it was collected; this usually being equivalent to the term of a contractual relationship and any subsequent term required or stipulated under prevailing law. Our retention guidelines reflect the applicable provisions for statutory limitation terms and requirements.

- Fiscal data is retained for 7 years or for as long as it is of importance for the relevant tax authority in pending proceedings, as well as
- for the purpose of documentation, the fulfilment of legal obligations or the assertion of legal entitlements or legal defences up to a maximum of 30 years after completion of the orders.