

**Information for our customers and business partners
in accordance with Article 13 of the General Data Protection Regulation**

Date May 2018

Dear customers and business partners,

With the information below we would like to inform you of the purpose for which we collect personal data of our customer and business partners and how we handle this data. This information sheet is also intended to inform you of your rights as a data subject.

You will probably be familiar with most of this information as you have provided us with the information concerning you. Should you have any questions regarding this topic, please contact our data protection officer.

Who is responsible for the data processing and who can you contact?

Lurse AG
Winkhauser Str.15
33154 Salzkotten, Germany
Tel. +49 5258 9818-0
Fax +49 5258 9818-900
info@lurse.de

Contact data of the data protection officer: datenschutz@lurse.de

Which categories of personal data do we process?

We collect the name and contact data of our contact persons as well as their company affiliation and position in the company. Depending on the contractual relationship, we also process information regarding the area of responsibility of the contact person. We enter contacts with our customers in our CRM system, correspondence is via e-mail.

If you use our IT platforms directly as part of project work, we also allocate usage rights and automatically protocol access to our systems and activities within the system.

How long is this data stored?

The data of our customers and contact persons remains stored for as long as there is a business relationship or they express interest in our services. Legal retention periods of 6 or 10 years apply to data regarding contractual agreements and invoicing.

Usage rights for platforms are allocated and deleted project-related. Log files in systems are only stored temporarily.

For which purposes do we process the data?

We process the data to answer inquiries, create offers, to carry out the contractually agreed services and for invoicing. In marketing we process the data to advertise our company and services and to inform you professionally. We process user-related data and log files to enable the co-operation in projects.

What is the legal basis for our processing of your data?

We collect and store customer data primarily for the performance of a contract or prior to entering into a contract (Art. 6 point (b) GDPR).

For marketing purposes we also rely on a derogation (Art. 6 point (f) GDPR). We pursue the legitimate interest of informing other companies of our services. We address contact persons only in their function as employees of their company and use data that is publicly known. It can therefore not be assumed that we will affect the rights and freedoms of the addressees in any way.

Who receives this data?

We do not pass on the customer data that we collect for our purposes to third parties.

Is there an obligation to make this data available?

If you do not enter into a contractual relationship with us there is no obligation on your part to make the data available to us.

Is there automated decision making or profiling?

Based on your personal data, we do not carry out automated decision making which produces legal effects concerning you or similarly significantly affects you (Art. 22 GDPR).

Your rights as a data subject

According to Article III of the GDPR, you have the right to access the stored data concerning you, the right to the rectification of incorrect data, the right to the erasure of your data or to restriction of processing, the right to object to the processing, the right to data portability, and the right to withdraw of provided consent, if you have provided your consent.

You have the right to object to the data protection supervisory authority of North-Rhine Westphalia or any other data protection supervisory authority if you are of the opinion that our company is handling your data illegally or improperly.