

Data Sheet on Data Protection

Compliance with data protection regulations is very important to us. Below we provide you with information about the processing of your personal data in connection

- with your employer's contractual relationship with us or
- our contractual relationship if you, as sole proprietor, are, for example, one of our direct contracting partners.

The following provisions apply from 25/5/2018, meaning upon entry into force of the General Data Protection Regulation (GDPR) and the revised Federal Data Protection Act (BDSG).

A. Use of your data in the conclusion, execution and termination of a contractual relationship (Art. 6(1) lit. b DS-GVO) or in our legitimate interest (Art. 6(1) lit. f DS-GVO)

We process your personal data in accordance with current regulations on data protection.

We use your data to conclude, execute or terminate a contract with you or your employer. More specifically, this data consists of

- Your name,
- Your business address
- Your business contact information, such as telephone number and email address.

If you are our contractual partner, we collect additional information from you, such as

- Your banking information

for the purpose of concluding, executing and terminating the contractual relationship.

If we have not collected the above-named data from you, it is from publicly available sources.

We will not sell or otherwise market personal data to third parties.

B. Provisions relating to the credit check (legitimate interest - Art. 6(1) lit. f DS-GVO)

If you are our contractual partner, under certain circumstances we conduct a pre-qualification process in establishing contractual relationships.

This means that we

- determine whether taking into consideration the provisions of the Money Laundering Act, the UK Bribery Act and the EU sanctions list pursuant to EU Directives 2580/2001 and 881/2002 we may enter into a business relationship with you and
- verify your credit worthiness.

In conducting a credit check, prior to concluding the contract we obtain information relating to credit worthiness from credit reporting companies. The credit reporting company we currently use is:

- Verein Creditreform

Creditreform has numerous branch offices both at home and abroad. You can find the Creditreform office nearest you and their contact details on the Creditreform webpage <https://www.creditreform.de/ueber-uns/standorte.html> by entering your postcode.

We may refuse to conclude a contract with you if the credit check yields negative indicators with regard to credit worthiness.

The indicators on creditworthiness can be serious negative indicators (insolvency, statutory declaration, remand order), which are negative indicators of actions by you that are not in compliance with contract (e.g. non-payment of claims in the (newly) listed cases in § 31(2) BDSG) as well as probability values for assessing creditworthiness (so-called scoring). The credit reporting companies store data they receive from, for example, banks and businesses. This data includes last name, first name, date of birth, address as well as information on outstanding claims and actions not in compliance with contract. The credit reporting companies make this data available to their partner companies so that the latter can review credit worthiness. Requirements: The credit reporting companies' contracting partners have a legitimate interest that the data is transmitted to them. A legitimate interest can be the intention to conclude a contract, for example. If you want to get information about the data kept on you, you can get it directly from the credit reporting companies.

C. Provisions relating to the credit check (legitimate interest - Art. 6(1) lit. f DS-GVO)

To avoid bad debts, we monitor the initiation of insolvency proceedings.

D. Retention Period

If a contractual relationship is established, we store your data for the period of the existing contract and after the end of the contract for a period until the definitive conclusion of the tax audit of the last calendar year in which there was a contract with you or your employer.

In addition, we will only store your personal data as far as this is necessary in connection with possible claims against us. The legal period of limitation is usually 3 years, in some cases up to 30 years. After that we will delete the data.

In addition:

The following applies to the employees of our contractual partners: Your personal data is retained by us in a database as long as and for the purpose of placing potential additional orders by your employer until your employer or we are no longer interested in maintaining a business relationship.

The following applies if you are the contractual partner: we will retain your personal data in a database as long as and for the purpose of placing potential additional orders by us from you until you or we are no longer interested in maintaining the business relationship. You shall notify us in the event there is no longer an interest in maintaining a business relationship.

E. Recipients and Categories of Recipients

Where necessary we provide personal data to companies in our group or to external service providers (e.g. for billing and for IT services) on the legal basis of a data processing agreement.

Additional recipients of your data may be:

- Public authorities on the basis of statutory provisions (e.g. social insurance carriers, financial authorities, police, public prosecutor's office, regulatory agencies).

F. Data transfers to third countries

Data transfers to countries in which no adequate level of data protection exists ("third countries") result as part of the administration, development and operation of IT systems and only insofar as (a) the transfer is generally permissible, and b) special conditions exist for transmission to a third country, in particular the data importer guarantees an adequate level of data protection in accordance with EU standard contractual clauses for the transfer of personal data to data processors in third countries or in case a transfer to the US takes place the privacy shield is applicable.

The EU standard contractual clauses can be downloaded at this link <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2010:039:0005:0018:DE:PDF>

G. Your rights

The party responsible for processing your data is the contracting partner. You can find this in the contract that was concluded with you or ask your employer.

You are entitled at any time to object to the commercial or other use of your data if this use of this data occurs on the basis of Art. 6(1) lit. f DS-GVO (protecting the legitimate interests of the party responsible). To do this, all you need do is send a simple message to us.

You can continue to request information at any time about the data we have stored on you, the correction of errors as well as its deletion if the data is no longer needed or a restriction on processing of your data.

You are entitled to receive your data in a structured, conventional, machine-readable and interoperable format and to transfer it to another responsible party if you made the data available with your consent or the processing of the data is required to fulfil a contract. This does not apply if we process the data, because we are legally obligated to process it. Upon request we will transfer your data to a third party named by you or to another company.

To place a request, please contact our data protection officer. You can find the appropriate data protection officer in the list at the following link:

<https://www.eon.com/en/ueber-uns/e-on-procurement/fundamentals-invoicing.html>

In addition, you may lodge a complaint with a regulatory authority. You can turn to a regulatory authority with jurisdiction where you are or to one with jurisdiction where we are. You can find the appropriate regulatory authority in the list at the following link: <https://www.eon.com/en/ueber-uns/e-on-procurement/fundamentals-invoicing.html>