



Data protection information for existing customers, potential customers, suppliers and contractual partners

Dear existing customers, potential customers, suppliers and contractual partners,
Compliance with data protection law has a high priority within our company.
We wish to explain to you how we collect your personal data as defined in Articles 13 and 14 of the General Data Protection Regulation (GDPR):

1. Responsible person:

We,

JK International GmbH
Köhlershöhner Strasse 60
53578 Windhagen, Germany

E-mail: info@jk-group.net

are “responsible” for data collection/processing as defined by the GDPR.

2. Contact details of the Data Protection Officer

Our external Data Protection Officer may be reached at:

TÜV SÜD Akademie GmbH

Westendstr. 160

80339 Munich, Germany

E-mail: datenschutz@jk-group.net

3. Processing and provision of personal data:

We process the personal data provided by you which are necessary for enabling, compliance with, design of, modification to and termination of the contractual relationship. The provision of the personal data which are relevant for this purpose is a condition for the conclusion and performance of the contract. Where the personal data are not provided, a correct performance of pre-contractual measures and a compliance with contractual obligations cannot be guaranteed.

The types of data include in particular:

- Identification data such as title and name
- Contact data such as address, telephone number and e-mail address
- Contractual and invoicing data

4. Purpose and legal basis:

The purpose for which the personal data are processed is primarily the performance of pre-contractual measures and compliance with contractual obligations. The legal basis for this is point (b) of Article 6(1) of the GDPR.

We are additionally able to process personal data from you based on point (c) Article 6(1) of the GDPR where this is required for compliance with legal obligations (e.g. the maintenance of statutory retention periods) or for the assertion of or defence against legal claims.

We have, in addition, in many areas a legitimate interest as outlined in point (f) Article 6(1) of the GDPR to process personal data.

If you grant us your explicit consent to process personal data for specific purposes (e.g. advertising purposes, marketing and analysis purpose, newsletter), the processing based on your consent is in accordance with point (a) Article 6(1) of the GDPR. You can revoke any consent that is granted at any time effective for the future, by communicating this to the contact address provided in Section 1.

5. Recipients of the data:



We only transmit your personal data to further recipients or only grant further recipients access to your personal data where it is necessary for the purpose in question of these personal data or where we have entrusted further recipients with the completion of individual tasks or services and access to these personal data is necessary for this or cannot be excluded.

The categories of recipients of personal data are:

- Internal departments that are involved in the performance of the business processes in question (e.g. Purchasing, Accounting, Complaints, HR, Marketing, IT)
- Affiliated companies within our corporate group
- External service providers who provide direct, independent support for the business processes in question (e.g. courier or delivery service providers, tax advisors, auditors)
- Where necessary, contracted processors
- Where necessary, companies as part of a common responsibility

The transmission of your personal data to the above-mentioned recipients takes place: based on your consent in accordance with point (a) Article 6(1) of the GDPR where it is necessary for the execution of a contract or performance of pre-contractual measures with you in accordance with point (b) Article 6(1) of the GDPR, based on a legitimate interest on the part of the responsible person in accordance with point (f) Article 6(1) of the GDPR or based on order processing in accordance with Article 28(1) of the GDPR.

In addition, a transmission of your personal data to public institutions or authorities takes place where we are compelled to provide information part of possible legal disclosure obligations or as a result of an administrative or judicial decision. In addition, a transmission of your personal data to public institutions or authorities takes place where it is necessary for the pursuit of criminal offences against us as the injured party or for the assertion, performance or defence against civil law claims (the legal basis for the processing of your personal data: a legitimate interest on the part of the responsible person in accordance with point (f) Article 6(1) of the GDPR).

6. Data transmission outside the EU / the EEA:

We do not generally transmit your data outside the European Union (EU) or the European Economic Area (EEA). Should, in exceptional cases, a transmission of your personal data occur to countries/service providers outside the EU or EEA, we will conclude the legally necessary data protection contracts, in particular EU standard contractual clauses or will take those measures necessary in accordance with Article 44 et seq. of the GDPR.

7. Storage duration:

Unless a statutory retention period exists, the data are deleted as soon as storage is no longer necessary or the legitimate interest in their storage has expired. As a result, personal data are generally only stored for as long as is necessary for the execution of a contract with you. In addition tax-relevant personal data are generally stored for a period of 10 years, other personal data in accordance with legal commercial regulations generally for a period of 6 years.

8. Your rights as data subjects:

In general and in relation to your personal data you may exercise the rights designated below.

- Right of access, in accordance with Article 15 of the GDPR:

You have the right to be informed by the responsible person about the stored personal data and to demand further information in relation to these personal data.

- Right to rectification, in accordance with Article 16 of the GDPR:

You have the right to demand without delay the rectification by the responsible person of incorrect personal data.

- Right to erasure, in accordance with Article 17 of the GDPR:

You have the right to demand without delay the erasure by the responsible person of personal data.

- Right to restriction of processing, in accordance with Article 18 of the GDPR:

You have the right to demand the restriction of processing by the responsible person of personal data.

- Right to data portability, in accordance with Article 20 of the GDPR:

You have the right to receive your personal data from the responsible person in a structured, commonly used and machine-readable format.

- Right to revocation, in accordance with Article 7(3) of the GDPR:



You have the right to revoke your consent granted in accordance with point (a) Article 6(1) of the GDPR for the processing of your personal data at any time. The lawfulness of the processing of your personal data which is performed based on your consent up to their revocation shall remain unaffected.

• Right to object, in accordance with Article 21(1) of the GDPR:

You have the right to object to processing of your personal data in accordance with point (e) or (f) Article 6(1) of the GDPR at any time.

• Right to lodge a complaint with a supervisory authority, in accordance with Article 77 of the GDPR:

Where you, as the data subject, are of the opinion that a processing of your personal data infringes the GDPR, you have the right to lodge a complaint with a supervisory authority, in particular in the member state of your place of residence, your workplace or the location of the alleged infringement. A list of the supervisory authorities in Germany (for the non-public sector) including their addresses may be found at:

https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.html.

If you wish to assert your rights or have questions on your rights and on the awareness of your rights, then please write to us at the address provided in Section 1. "Responsible person" or send an e-mail to the e-mail address mentioned in Section 1. or 2.

9. Source of the data:

We have generally received your personal data from you as part of the contact process by post or by e-mail.

Situations may occur where these data are obtained from other sources e.g.

- Information about your financial position and creditworthiness which are obtained via credit agencies;
- Confirmed publicly accessible information from public sources (including the internet).

10. Automated decision-making:

No automated individual decision-making as outlined in Article 22 of the GDPR takes place.

11. Further questions:

Should any further questions beyond this information remain unanswered in relation to your personal data, you can address your questions directly via the contact addresses provided in Section 1. or 2. of this information.

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