



The purpose of this document is to comprehensively inform you, in accordance with Art. 13 of the European General Data Protection Regulation (EU GDPR), about the processing of your data at our company and all the claims and rights related to data protection to which you are entitled.

1. Who is responsible for data processing and whom can you contact?

Responsible party:

Maschinenfabrik Reinhausen GmbH

Falkensteinstrasse 8

93059 Regensburg

Germany

Phone +49 941/4090-0

E-mail: info@reinhausen.com

Internet: www.reinhausen.com

Company data protection officer:

Martin Kuttenger

Falkensteinstr. 8

93059 Regensburg, Germany

Phone: +49 941 4090-225

Fax: +49 941 4090-1031

E-mail: Datenschutzbeauftragter@reinhausen.com

2. Which data is processed and what are the sources of this data?

We process the data that we receive from you as part of contract initiation and processing, based on your consent, or within the scope of your application for or employment at our company.

Personal data includes the following:

Your master/contact data, if required for processing, including contact data (e-mail address, phone number, fax), the designation of your legal representatives, company name, commercial register number, VAT ID No., company number, address, bank account.

In addition, we also process the following additional personal data:

- Information on the type and content of contractual data, order data, VAT and document data, customer and supplier history and consultancy documents
- Data related to assets, oil samples and all relevant/associated documents
- Advertising and sales data
- Information from your electronic communications with us (e.g. IP address, login data)
- Other data that we have received from you as part of our business relationship (e.g. in customer meetings)
- Data that we generate from master/contact data and other data, through processes such as customer-demand and customer-potential analyses
- Documentation of your declaration of consent to receive content such as newsletters
- Photos taken at events

3. For which purposes and on what legal basis is your data processed?

We process your data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the 2018 German Federal Data Protection Act in the respectively valid version:

- **In order to fulfill pre-contractual and contractual obligations (Art 6 Para. 1 lit. b GDPR):**
For contract development, your data is processed online or at one of our branches; for contract development in regard to your employment, your data is processed at our company. This data is processed particularly for business development and the performance of contracts concluded with you.
- **In order to fulfill legal obligations (Art 6 Para. 1 lit. c GDPR):**
The processing of your data is necessary in order to fulfill various legal obligations arising from legislation such as the German Commercial Code or the Fiscal Code of Germany.
- **In order to protect legitimate interests (Art 6 Para. 1 lit. f GDPR):**
In an effort to balance interests, data processing can occur beyond actual fulfillment of the contract in order to protect our own legitimate interests or those of third parties. Data processing in an effort to protect legitimate interests can occur, for example, in the following cases:
 - Advertising or marketing (see No. 4)
 - Measures for business management and further development of services and products
 - Maintaining a group-wide customer database to improve customer service
 - As part of an assertion of legal rights
 - Sending information and press releases that are not revenue enhancing
- **Within the scope of your consent (Art 6 Para. 1 lit. a GDPR):**
If you have given us consent to process your data, e.g. to send our newsletter, publish photos, raffles, etc.

4. Processing personal data for advertising purposes

You can object to any use of your personal data for advertising purposes, or to this use for individual measures, without incurring any costs other than the data transmission costs in accordance with the base rates.

In accordance with the legal requirements of § 7 Para. 3 German Act Against Unfair Competition, we are authorized to use the e-mail address that you specified upon conclusion of the contract for direct advertising for other similar products or services. You will receive these product recommendations from us regardless of whether you have subscribed to a newsletter.

If you do not want to receive these recommendations from us via e-mail, you can object to the use of your e-mail address for this purpose at any time without incurring any costs other than the data transmission costs in accordance with the base rates. To do this, just send us a written message. Of course, every e-mail also contains an unsubscribe link.

5. Who will receive my data?

If we use a service provider for order processing, we are still responsible for protecting your data. All order processors are contractually obligated to keep your data confidential and to process it only for the purpose of service provision. The order processors commissioned by us receive your data if they require it to fulfill their respective service. This can include IT service providers whom we rely on to operate and protect our IT system and advertising and directory publishers for separate advertising campaigns.

Your data is processed in our customer database. The customer database provides support to increase the data quality of the available customer data (removing duplicates, moved/deceased indicator, address correction), and lets users add data to the database from public sources.

This data is provided to affiliated companies and external providers to the extent required for contract processing. Customer data is stored separately for each company, and our parent company functions as a provider for the individual participating companies.

Authorities and courts as well as external auditors are authorized to receive your data if they have a legal obligation to do so or as part of an assertion of legal rights. In addition, insurance companies, banks, credit reporting agencies and service providers can receive your data for the purpose of contract initiation and fulfillment.

6. How long is my data stored?

We shall continue to process your data until the end of the business relationship or expiration of the applicable legal retention periods (as specified, for example, in the German Commercial Code, Fiscal Code of Germany or German Working Hours Act) or also beyond such time until any legal disputes for which the data is required as evidence have been resolved.

7. Is personal data transmitted to any third-party countries?

In general, we do not send any data to third-party countries. Data is transmitted to such countries only in individual cases on the basis of an adequacy decision by the European Commission, standard contractual clauses, suitable warranties, or your express consent.

8. What data protection rights do I have?

At all times, you have the right to information about your stored data, the right to rectification, erasure or restriction of processing of your data, the right to object to processing and a right to data portability and to complaints in accordance with the provisions of data protection law.

Right to information:

You can request information from us about whether and to what extent we process your data.

Right to rectification:

If we process data about you that is incomplete or incorrect, you can request that we rectify or complete it at any time.

Right to erasure:

You can request that we erase your data, provided that we are processing it unlawfully or the processing interferes disproportionately with your legitimate protection interests. Please note

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that reasons may exist that prevent us from deleting your data immediately, such as in the case of statutory retention periods.

Independently of the assertion of your right to erasure, we will delete your data immediately and completely, insofar as we are not prevented from doing so by any legally mandated or statutory retention period.

Right to restriction of processing:

You can request that we restrict the processing of your data if

- you dispute the correctness of the data, in which case the restriction will extend over a duration that enables us to verify the correctness of the data,
- the processing of the data is unlawful, but you reject erasure and instead demand restriction of data use,
- we no longer need the data for the intended purpose, but you still need this data to assert or defend against legal claims, or
- you have lodged an objection to the processing of the data.

Right to data portability:

You can demand that we provide you with the data you have provided to us in a structured, commonly used and machine-readable format and that you can transmit this data to another responsible party without interference from us, insofar as

- we process this data based on consent granted and retractable by you or to fulfill a contract between us and
- this processing takes place using automated processes.

Where technically feasible, you can request that we transmit your data directly to another responsible body.

Right of objection:

If we process your data out of a legitimate interest, you can object to, and revoke your consent for, this data processing at any time; this would also apply to any profiling based on these provisions. We will then no longer process your data unless we can prove the existence of binding reasons for processing that supersede your interests, rights and freedoms or that the processing serves the purpose of asserting, exercising or defending against legal claims. You can revoke your consent to the processing of your data for the purpose of direct marketing at any time without specifying reasons.

Right of complaint:

If you believe that we are infringing against German or European data protection laws in processing your data, we ask that you contact us to clear up any questions. Of course, you also have the right to contact the supervisory body responsible for you, which is the respective state office of the data protection commissioner.

To assert one of the aforementioned rights against us, contact our data protection officer. In case of doubt, we may request additional information to confirm your identity.

9. Am I obligated to provide data?

The processing of your data is necessary for concluding or fulfilling the contract which you enter with us. If you do not make this data available, we will generally have to decline conclusion of a contract or terminate an existing contract because we will no longer be able to fulfill it. However, you are not obligated to consent to processing of data that is neither relevant for contract fulfillment nor legally required.