

Information for customers, suppliers and service providers on data protection and processing of personal data by Ziegeler + Frick GmbH

Purposes of the processing & legal basis

The company Ziegeler + Frick GmbH collects personal data for:

- Preparation or obtaining of offers
- Processing, execution and placing of orders/orders
- Production/manufacturing
- Performance of contracts
- Invoice processing and payment transactions

The legal basis for this is Article 6 (1) points b, c, f GDPR (fulfilment of the business purpose, fulfilment of legal obligations and protection of legitimate interests).

Ziegeler + Frick uses personal data of its existing customers to inform them about offers and innovations regarding the solutions they have purchased and services they have commissioned and uses data for customer retention. This processing is based on the protection of legitimate interests in accordance with Article 6 (1) point f GDPR or consent in accordance with Article 6 (1) point a GDPR.

You can revoke a given consent at any time in writing and in simple form at the responsible office (Ziegeler + Frick GmbH, see address below). The processing that has taken place up to the time of revocation remains unaffected by this. You can object to the use of your data for advertising purposes at any time. For this purpose, a telephone or written message to Ziegeler + Frick is sufficient.

Duration of storage

The duration of the storage of personal data depends on the legal deletion and retention periods:

- Advertising/Marketing: 3 years
- Production/manufacturing: 3 years
- Customer relationship management: 3 years
- Business letters: 6 years
- Accounting data: 10 years
- Contract management: 10 years
- Communication: 10 years
- Contracts: 10 years
- Electronic payments: 10 years

Further processing, transfer and consequences of non-provision

We do not process your data for any other purpose than the above mentioned.

We only pass on customer data in the course of order processing (e.g. name and address data to suppliers). We do not pass on data from suppliers and service providers to third parties.

We only collect data from you as obligatory data, which are indispensable for the preparation of an offer, the commissioning, the conclusion of a contract and the fulfilment of a commissioned service. Further information is voluntary. Failure to provide mandatory data would mean that we cannot prepare an offer for you and cannot execute your order, conclude a contract with you or commission you.

Rights of the person concerned

You can request information from us regarding your personal data processed by us. Upon request, we will also send you a copy or a file containing your data. In the course of your right to data portability, you can also request that we transfer the data we have stored about you to another responsible party. You also have the right to ask us to correct your data, delete it or restrict its processing. You also have the right of revocation. To exercise these rights, a simple letter to the responsible party (Ziegener + Frick GmbH, see address below) is sufficient.

Right of complaint

We are obliged by law to inform you that you have a right of complaint if you discover that a person responsible is not processing your personal data in accordance with the law or that this person does not adequately implement your rights in connection with your personal data. The supervisory authority is responsible for such complaints.

If you have any questions regarding the processing of your personal data by Ziegener + Frick GmbH, please do not hesitate to contact us.

Responsible department:



Ziegener + Frick GmbH

Mr Günther Lutz, Mrs Vanessa Lutz

Internal contact person for data protection: Mrs. Monika Lutz

Schillerstrasse 50

74248 Ellhofen

Phone: +49 (0)7134 - 139 92-0

Fax: +49 (0)7134 - 139 92-93

e-mail: [contact\(at\)ziegener-frick.de](mailto:contact@ziegener-frick.de)

<http://www.ziegener-frick.de>