

## **Information on Data Protection Regarding the Collection of Personal Data in Accordance with Articles 13, 14, and 21 of the General Data Protection Regulation (GDPR) for Our Business Partners, Customers, and Suppliers**

With this notice, we inform you about how your personal data is processed and about your rights under data protection law. The specific data we process and how it is used depend primarily on the services provided and the agreements made.

### **1. Entity responsible for data processing and who to contact:**

#### **Entity responsible for data processing:**

Filtration Group GmbH  
 Schleifbachweg 45, 74613 Öhringen  
[industrial@filtrationgroup.com](mailto:industrial@filtrationgroup.com)  
 Phone: +49 7941 / 6466-0

#### **Data protection officer**

EmEtz GmbH  
[datenschutz@filtrationgroup.com](mailto:datenschutz@filtrationgroup.com)

### **2. What data we process, why we process your data (purposes of processing), and the legal basis for doing so:**

We process personal data in accordance with the EU General Data Protection Regulation (GDPR) and all other applicable laws. The processing of personal data (Article 4(2) GDPR) is generally necessary whenever a business relationship with you is initiated or already exists. The purpose of processing primarily depends on the services we provide. Below, we inform you about the core processing activities carried out within our company. Additional processing operations may also take place, in which case you will be notified separately as part of the relevant process.

#### **▪ To fulfil contractual obligations (Art. 6(1)(b) GDPR)**

Purposes of data processing	Categories of data
Order, booking, and application processing; preparation of offers and pre-contractual measures, including confirmation of the above matters	Personal data, contact details, contract data
Customer master data management	Personal data, contact details
Supplier master data management	Personal data, contact details
Organisation and execution of training and user seminars	Personal data, contact details, and qualification data
Provision of services	Personal data, contact details
Invoicing	Personal data, contact details, and bank details
Delivery of our goods and services	Personal data, contact details
Organisation of online meetings	User information and, if applicable, their contact details

Conducting online meetings (we generally do not record meetings on our side)	User information (first name, last name, email address, password)  Meeting metadata (subject, description, duration of participation)  For dial-in via telephone: connection data  Text, audio, and video data: user input during the meeting
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▪ **Based on your consent (Art. 6(1)(a) GDPR, Art. 9(2)(a) in conjunction with Art. 7 GDPR)**

If you have given us consent to process personal data for specific purposes, this processing is lawful on the basis of your consent. You may withdraw your consent at any time. Please note that withdrawal applies only to future processing. Any processing carried out before the withdrawal remains unaffected.

Purposes of data processing	Categories of data
Sending newsletters	Personal data, contact details
External publications for advertising purposes	Personal data, image, and video data
Trade fair events	Personal data, contact details, image data, and video data
Direct marketing (electronic advertising, phone calls, customer satisfaction surveys)	Personal data, contact details

▪ **Based on a balancing of interests (Art. 6(1)(f) GDPR)**

Where necessary, we also process your data to safeguard our legitimate interests or those of third parties. This may apply, for example, in the following cases:

Purposes of data processing	Categories of data
Ensuring IT security and IT operations	Log data, protocol data
Supplier evaluations	Personal data, contact details
Customer satisfaction surveys for product and process improvement (validation)	Personal data, contact details
Statistical purposes	Company data, contact details
Prevention and investigation of criminal offenses	All categories of data, as applicable to the specific case
Marketing purposes, postal advertising	Personal data, contact details
Corporate group management	Personal data, contract data

▪ **Processing based on legal obligations (Art. 6(1)(c) GDPR)**

We process your personal data as required to comply with legal obligations, particularly regarding commercial and tax-related retention periods, as well as any necessary disclosures to public authorities.

### **3. When is data shared (categories of recipients):**

#### Data processing within the company and corporate group:

Certain data processing activities are consolidated within our organisation and handled centrally by specialised departments. In this context, your data may be processed for purposes such as telephone customer service, invoice handling, or mail processing.

#### External contractors, service providers, and distribution partners (including data processors):

To fulfil our duties and contractual obligations, we occasionally engage external contractors and service providers. These may include, for example, document shredding companies, printing services, logistics providers, and IT service providers.

In some cases, your personal data may also be shared with distribution partners. This occurs as part of pre-contractual measures or based on our legitimate interest in providing efficient customer support. The data is transferred to these partners solely for these specific purposes.

#### Other recipients:

In addition, data may be disclosed to recipients to whom we are legally obligated to transfer such data (e.g., law enforcement authorities and courts).

### **4. Further information**

#### **Duration of data storage:**

Where necessary, we process and store your personal data for the duration of our business relationship. This also includes the initiation and execution of contracts or orders. Additionally, we are subject to various retention obligations, for example, as outlined in the German Commercial Code. Finally, the storage period is also determined by statutory limitation periods, which generally last three years but may be as long as thirty years in certain cases.

#### **Transfer of data to third countries:**

Personal data is transferred to third countries (countries outside the EU and the European Economic Area – EEA) or to an international organisation only if it is necessary for initiating a business relationship, if the transfer is required by law, or if you have given us your consent. Such transfers take place only in compliance with the data protection requirements applicable to these situations.

#### **Rights of data subjects:**

You may request information about the personal data we have stored about you using the contact details provided above (Art. 15 GDPR). In certain circumstances, you may also request the correction or deletion of your data (Art. 16 and 17 GDPR). You have the right to request the restriction of the processing of your personal data (Art. 18 GDPR). Furthermore, you have the right to receive the data you have provided to us in a structured, commonly used, and machine-readable format (Art. 20 GDPR).

#### **Is there an obligation to provide data?**

In the context of initiating or maintaining a business relationship with us, you are generally only required to provide the data necessary to establish, carry out, or terminate that relationship. Without this data, we may be unable to enter into a business relationship with you, may not be able to carry it out properly, or may even have to terminate it.

**Right to file a complaint:**

You have the right to file a complaint with the data protection officer mentioned above or with a data protection supervisory authority.

**Right to object:**

For legal reasons, we are required to inform you of your right to object as outlined below.

**If we process your data to safeguard legitimate interests, you may object to this processing on grounds relating to your particular situation. In that case, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing that override your interests, rights, and freedoms, or the processing serves the establishment, exercise, or defence of legal claims.**