

## Information on Data Protection according to GDPR

### - Suppliers and their employees -

As controller within the meaning of the GDPR, we take the protection of personal data seriously and process it in accordance with statutory regulations.

#### 1. Controller for data protection purposes

Controller is the company with which the supplier contract has been concluded.

- Aareon AG, Isaac-Fulda-Allee 6, 55124 Mainz, e-mail: info@aareon.com
- Aareon Deutschland GmbH, Isaac-Fulda-Allee 6, 55124 Mainz, e-mail: info@aareon.com
- Aareon RELion GmbH (former mse companies), Isaac-Fulda-Allee 6, 55124 Mainz, E-Mail: RELionVerwaltung@aareon.com
- phi-Consulting GmbH, Lise-Meitner-Allee 2, 44801 Bochum, e-mail: info@phi-consulting.de

#### 2. Contact with the Data Protection Officer

- of the two Aareon-companies by e-mail: datenschutzbeauftragter@aareon.com
- of the Aareon RELion GmbH (former mse companies) by e-mail: d.klapproth@ains-a.de
- of phi-Consulting GmbH by e-mail: datenschutzbeauftragter@phi-consulting.de

#### 3. Purpose and Lawfulness of Processing

Execution of the supplier relationship and fulfillment of contract according to Art. 6 Abs. 1 b) GDPR.

#### 4. Data and Categories of Data

<b>Suppliers and „Third Parties“ (as far as natural persons)</b>	Billing and payment data
	Address
	Bank details
	Creditworthiness data
	Data that is collected in the course of a contract partner check.
	Photos
	Date of birth
	Where applicable, data for the identification of beneficial owners in accordance with the Money Laundering Act
	Data provided in the course of a due diligence
	Communication data (e-mail data, dialed phone numbers)
	Contact details (phone, fax, e-mail)
	Reporting of times spent on projects/trainings
	Name + name supplements (Mr./Mrs., academic title)
	Personalized work results in various tools (ticket system, wikis, development systems, project management tools)
	Skills
	Date management (calendar data)
	Contract data (content of the contract and data for contract processing)
Contract number, supplier number	

<b>Employees of Suppliers and „Third Parties“</b>	Address
	Details of previous contacts
	Data collected in the context of a contract partner check
	Photos
	Date of birth
	Data provided in the course of a due diligence
	Content (tender documents, brochures, presentations, correspondence)
	Communication data (e-mail data, dialed phone numbers)
	Contact details (phone, fax, e-mail)
	Reporting of times spent on projects/trainings
	Name + name supplements (Mr./Mrs., academic title)
	Personalized work results in various tools (ticket system, wikis, development systems, project management tools)
	Skills
	Date management (calendar data)

#### 5. Recipient and Categories of Recipients

Relevant employees of involved departments and associated companies, processors. Aareon uses Microsoft Office applications (e.g. Word, Outlook), where support can be provided with possible access to data from outside the EU/EEA. Microsoft support is governed by the standard EU contractual clauses, which are available in the Microsoft Trust Center. International data transfers to or access from outside the EU pose particular risks for personal data (e.g. access by foreign intelligence services). Aareon uses SAP® software for central purchasing, whereby SAP support can be provided with possible access to data from the EU/EEA and Switzerland. Switzerland is a secure third country with an adequacy decision by the EU Commission.

#### 6. Storage Period

The data will be stored in compliance with the legal retention periods up to 10 years after termination of the supplier relationship. Data that is no longer needed will be deleted.

#### 7. Data Subject Rights

Data subjects may request information from the controller on their personal data, are entitled to have that data rectified, erased or processing of it restricted, may revoke their consent to processing or oppose the processing based on a legitimate interest at any time for the future, and have the right to data portability and to lodge complaints with a supervisory authority.

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