

## Data protection information for customers

### Contact details of the person responsible:

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### Contact details of the data protection officer:

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### Definitions of data categories

	Description of the data category
<b>Personal identification data</b>	Name, title, (private and professional) address, previous addresses, (private, professional) telephone number, identification numbers assigned by the person responsible for processing.
<b>Work organization</b>	Current responsibilities, projects, calculated hourly wage, working hours, hours worked.
<b>Financial identification data</b>	Bank identification and bank account number, credit and debit card numbers, secret codes.
<b>Payment data</b>	amount, date...

### General information on the purpose and legal basis of processing

We process your personal data in accordance with the provisions of the European General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG), insofar as this is necessary for the establishment, execution and fulfillment of a contract and for the implementation of pre-contractual measures. Insofar as for the initiation or execution of a contractual relationship

or in the context of the implementation of pre-contractual measures, processing is lawful pursuant to Art. 6 para. 1 lit. b GDPR.

If you give us your express consent to process personal data for specific purposes (e.g. disclosure to third parties, evaluation for marketing purposes or advertising by e-mail), the lawfulness of this processing is based on your consent in accordance with Art. 6 para. 1 lit. a GDPR. You can withdraw your consent at any time with effect for the future.

If necessary and legally permissible, we process your data beyond the actual contractual purposes to fulfill legal obligations in accordance with Art. 6 para. 1 lit. c GDPR. In addition, processing may be carried out to protect the legitimate interests of us or third parties and to defend and assert legal claims in accordance with Art. 6 para. 1 lit. f GDPR. If necessary, we will inform you separately, stating the legitimate interest, insofar as this is required by law.

08.01 Offers	
<b>Purpose:</b>	Creation, management and transmission of offers for our services.
<b>Data categories:</b>	<ul style="list-style-type: none"> <li>Personal identification data</li> </ul>
<b>Data origin:</b>	<ul style="list-style-type: none"> <li>Collected from affected persons</li> </ul>
<b>Legal basis:</b>	<ul style="list-style-type: none"> <li>2. fulfillment of the contract (Art. 6 para. 1 lit. b) GDPR)</li> </ul>
<b>Categories of recipients:</b>	<ul style="list-style-type: none"> <li>Internal department</li> </ul>

08.02 Contracts and signed offers	
<b>Purpose:</b>	Filing of contracts and signed offers with customers.
<b>Data categories:</b>	<ul style="list-style-type: none"> <li>Personal identification data</li> </ul>
<b>Data origin:</b>	<ul style="list-style-type: none"> <li>Collected from affected persons</li> </ul>
<b>Legal basis:</b>	<ul style="list-style-type: none"> <li>2. fulfillment of the contract (Art. 6 para. 1 lit. b) GDPR)</li> </ul>
<b>Categories of recipients:</b>	<ul style="list-style-type: none"> <li>Internal department</li> </ul>

### 08.03 Documents and/or plans

<b>Purpose:</b>	Management of documents or plans that were created or handed over as part of customer orders.
<b>Data categories:</b>	<ul style="list-style-type: none"> <li>• Personal identification data</li> </ul>
<b>Data origin:</b>	<ul style="list-style-type: none"> <li>• Collected from affected persons</li> </ul>
<b>Legal basis:</b>	<ul style="list-style-type: none"> <li>• 2. fulfillment of the contract (Art. 6 para. 1 lit. b) GDPR)</li> </ul>
<b>Categories of recipients:</b>	<ul style="list-style-type: none"> <li>• Internal department</li> </ul>

### 08.04 Minutes of meetings with customers and suppliers

<b>Purpose:</b>	Minutes are taken at meetings so that topics discussed are retained and not forgotten.
<b>Data categories:</b>	<ul style="list-style-type: none"> <li>• Personal identification data</li> </ul>
<b>Data origin:</b>	<ul style="list-style-type: none"> <li>• Collected from affected persons</li> </ul>
<b>Legal basis:</b>	<ul style="list-style-type: none"> <li>• 2. fulfillment of the contract (Art. 6 para. 1 lit. b) GDPR)</li> </ul>
<b>Categories of recipients:</b>	<ul style="list-style-type: none"> <li>• External participants</li> <li>• Internal department</li> </ul>

#### 08.05 Management and assignment of work tasks in cooperation with customers and suppliers

<b>Purpose:</b>	Management of tasks and task lists for efficient collaboration with customers and suppliers
<b>Data categories:</b>	<ul style="list-style-type: none"> <li>• Work organization</li> <li>• Personal identification data</li> </ul>
<b>Data origin:</b>	<ul style="list-style-type: none"> <li>• Collected from affected persons</li> </ul>
<b>Legal basis:</b>	<ul style="list-style-type: none"> <li>• 2. fulfillment of the contract (Art. 6 para. 1 lit. b) GDPR)</li> </ul>
<b>Categories of recipients:</b>	<ul style="list-style-type: none"> <li>• Internal department</li> </ul>

#### 08.06 Project management with customers and suppliers

<b>Purpose:</b>	Creation of project plans for internal and external projects, including resource planning and deployment planning for own employees, suppliers and customers
<b>Data categories:</b>	<ul style="list-style-type: none"> <li>• Work organization</li> <li>• Personal identification data</li> </ul>
<b>Data origin:</b>	<ul style="list-style-type: none"> <li>• Collected from affected persons</li> </ul>
<b>Legal basis:</b>	<ul style="list-style-type: none"> <li>• 2. fulfillment of the contract (Art. 6 para. 1 lit. b) GDPR)</li> </ul>
<b>Categories of recipients:</b>	<ul style="list-style-type: none"> <li>• Internal department</li> </ul>

08.07 Delivery bills	
<b>Purpose:</b>	Handover and signatures on delivery bills, for recording the handover of goods to customers
<b>Data categories:</b>	<ul style="list-style-type: none"> <li>• Personal identification data</li> </ul>
<b>Data origin:</b>	<ul style="list-style-type: none"> <li>• Collected from affected persons</li> </ul>
<b>Legal basis:</b>	<ul style="list-style-type: none"> <li>• 2. fulfillment of the contract (Art. 6 para. 1 lit. b) GDPR)</li> </ul>
<b>Categories of recipients:</b>	<ul style="list-style-type: none"> <li>• Internal department</li> </ul>

08.10 Installation of technology on wind turbines	
<b>Purpose:</b>	Installation of technology on wind turbines that deactivates warning lights when they are not needed. Customer data required for order processing is processed. This includes contact details, addresses and information about the wind turbines. External service providers in the form of installation teams are also commissioned to install the technology. They receive contact details as well as the location and information about the wind turbine.
<b>Data categories:</b>	<ul style="list-style-type: none"> <li>• Financial identification data</li> <li>• Personal identification data</li> <li>• Payment data</li> </ul>
<b>Data origin:</b>	<ul style="list-style-type: none"> <li>• Collected from affected persons</li> </ul>
<b>Legal basis:</b>	<ul style="list-style-type: none"> <li>• 2. fulfillment of the contract (Art. 6 para. 1 lit. b) GDPR)</li> </ul>
<b>Categories of recipients:</b>	<ul style="list-style-type: none"> <li>• External service providers</li> <li>• Internal department</li> </ul>

#### Transfer to a third country

A transfer to a third country is not intended.

#### Duration of data storage

Where necessary, we process and store your personal data for the duration of our business relationship or for the fulfillment of contractual purposes. This also includes the initiation and execution of a contract.

In addition, we are subject to various retention and documentation obligations, including those arising from the German Commercial Code (HGB) and the German Fiscal Code (AO). The retention and documentation periods prescribed therein are two to ten years.

Finally, the storage period is also based on the statutory limitation periods, which, for example, according to Sections 195 et seq. of the German Civil Code (BGB), are generally three years, but in certain cases can be up to thirty years.

### **Your rights**

Every data subject has the right of access under Art. 15 GDPR, the right to rectification under Art. 16 GDPR, the right to erasure under Art. 17 GDPR, the right to restriction of processing under Art. 18 GDPR, the right to notification under Art. 19 GDPR and the right to data portability under Art. 20 GDPR.

In addition, you have the right to lodge a complaint with a data protection supervisory authority in accordance with Art. 77 GDPR if you believe that your personal data is being processed unlawfully. The right to lodge a complaint is without prejudice to any other administrative or judicial remedy.

If the processing of data is based on your consent, you are entitled to withdraw your consent to the use of your personal data at any time in accordance with Art. 7 GDPR. Please note that the revocation only takes effect for the future. Processing that took place before the withdrawal is not affected. Please also note that we may have to retain certain data for a certain period of time in order to comply with legal requirements.

To protect your rights, you can contact us using the contact details provided.

### **Right of objection**

Insofar as your personal data is processed in accordance with Art. 6 para. 1 lit. f GDPR to safeguard legitimate interests, you have the right to object to the processing of this data at any time in accordance with Art. 21 GDPR for reasons arising from your particular situation. We will then no longer process this personal data unless we can demonstrate compelling legitimate grounds for the processing. These must outweigh your interests, rights and freedoms, or the processing must serve the assertion, exercise or defense of legal claims.

### **Necessity of the provision of personal data**

The provision of personal data for the decision on the conclusion of a contract, the fulfillment of a contract or for the implementation of pre-contractual measures is voluntary. However, we can only make a decision within the framework of contractual measures if you provide personal data that is necessary for the conclusion of the contract, the fulfillment of the contract or pre-contractual measures.

### **Automated decision making**

In principle, we do not use fully automated decision-making in accordance with Art. 22 GDPR to establish, fulfill or implement the business relationship or for pre-contractual measures. If we use these procedures in individual cases, we will inform you of this separately or obtain your consent if this is required by law.

**This English language version is for information only. Please note that the German version of this document constitutes the legally binding version of this Data Protection Information for customers.**