

General Privacy Notice of TUNAP GmbH & Co. KG

General information

The protection of your personal data has a high priority for TUNAP GmbH & Co. KG (hereinafter referred to as TUNAP). It is important for us to inform you of what personal data is collected, how it is used, and what rights and objection possibilities you have. In these privacy notices, job applicants will find all the information concerning data processing during the application process.

1. Where can I find the information that is important for me?

This General Privacy Notice provides an overview of the points that always apply for the processing of your data on the part of TUNAP. At <https://www.tunap.com/en/tunap/rechtliches/datenschutz.php> you will find additional information and can view supplementing privacy notices of TUNAP.

2. On what legal basis does TUNAP process my data?

We process your data according to the rules of the European and the German data protection laws (the regulations cited below are those of the General Data Protection Regulation, abbreviated as GDPR), in other words we process your data only to the extent and for as long as:

- required for the **performance of a contract** with you or for implementation of pre-contractual measures that occur on your request (Article 6 para. (1) lit. b) GDPR) or
- you have granted an appropriate **consent** to such processing (Article 6 para. (1) lit. a) GDPR) or
- the processing is necessary for protection our **legitimate interests** or the legitimate interests of third parties, for example, in the following cases: acquisition, sales and marketing, assertion of claims, defense in the event of legal disputes, detection and elimination of misuse, prevention and investigation of criminal offenses; ensuring secure IT operation of TUNAP (Article 6 para. (1) lit. f) GDPR) or
- it is required due to **legal stipulations**, e.g. retention of documents for commercial and tax purposes (Article 6 para. (1) lit. c) GDPR) or
- it is required in the **public interest** pursuant to Article 6 para. (1) lit. e) GDPR.

3. What rights do I have?

Your have the right,

- a) to request **information** concerning the categories of the processed data, reasons for the processing, any recipients of the data, the planned duration of storage (Article 15 GDPR);
- b) to request **correction** or supplementation of incorrect or incomplete data (Article 16 GDPR);
- c) to **revoke** at any time a granted consent, with future effect (Article 7 para. (3) GDPR);
- d) in certain cases within the scope of Article 17 GDPR, to request the **deletion** of data – particularly if the data is no longer required for the intended purpose or is processed unlawfully, or if you have withdrawn your consent in accordance with c) above or have declared an objection in accordance with h) below;
- (e) under certain conditions, to demand the **restriction** of data if deletion is not possible or the obligation to delete is disputed (Article 18 GDPR);
- f) of **data portability**, i.e. you can obtain the data you have provided to us in common machine-readable format, such as CSV, and if necessary transmit it to others (Article 20 GDPR);

g) to contact the competent supervisory authority and lodge a **complaint** (Article 77 GDPR). The responsible supervisory authority for data protection issues is the Bavarian State Office for Data Protection, which you can reach via the following contact data:

Bayerisches Landesamt für Datenschutz (BayLDA)
Promenade 27
91522 Ansbach
www.lda.bayern.de

Phone: +49 (0) 981 53 13 00
E-Mail: poststelle@lda.bayern.de

h) Moreover, you have the right to object to data processing that should occur on the basis of a legitimate interest, for reasons arising from your particular situation (Article 21 para. (1) GDPR).

To assert these rights, please use the contact data in paragraph 9. The same applies if you have questions concerning the data processing in our company.

4. Does TUNAP conduct credit checks and does it collaborate with credit agencies and other companies to minimize risk?

Before signing a contract and in the event of relevant changes to the contract, e.g. a change in the bank details, TUNAP will carry out a creditworthiness check for services which are invoiced at a later date, in order to protect itself from non-payment. To check your creditworthiness, we use data about you personally and your payment history with existing contracts. Such data include your name, address, date of birth and customer number, the duration your contracts, your order history, payment settlement and sales figures. If the data available is insufficient to carry out such a check, we will also obtain information from credit agencies and debt collection companies, and will share with them your name, address and date of birth. We collaborate with the following credit agencies and debt collection companies: Verband der Creditreform e.V. (hereinafter referred to as Creditreform).

We save the results of a credit check for one year. Additionally, we share personal data obtained within the context of the contractual relationship during the course of applying for, executing and terminating a contract, as well as any data about non-compliant or fraudulent behavior, with Creditreform. Creditreform processes the data received and also use it in a scoring process to supply their contractual partners in the European Economic Area and Switzerland, and where applicable other third-party countries (where the European Commission has decided that there is an adequate level of data protection), with information. This may also include an assessment of the creditworthiness of natural persons. Further information on the activities of Creditreform can be found at <https://www.creditreform.de/datenschutz>

Article 6 para. (1) lit. b) and f) of the GDPR set out the legal basis for these forms of data processing.

5. Will my data be used for advertising purposes?

TUNAP uses your email address for the sending of interesting information and offerings for goods and services that are similar to the goods or services you have ordered. You can object to this use at any time: via telephone at +49 (0) 8171 16 00 0, via email at info@tunap.com, or via regular mail at TUNAP GmbH & Co. KG, Bürgermeister-Seidl-Str. 2, 82515 Wolfratshausen. This occurs on the basis of Article 6 para. (1) lit. f) GDPR in conjunction with §7 para. 3 of the German Unfair Competition Act (UWG).

Likewise you can receive promotional information from us by regular mail within the scope of Article 6 para. (1) lit. f) GDPR in conjunction with §7 of the German Unfair Competition Act (Gesetz gegen unlauteren Wettbewerb UWG), if you have not objected to this. Objection is possible via telephone at +49 (0) 8171 16 00 0, via email at info@tunap.com, or via regular mail at TUNAP GmbH & Co. KG, Bürgermeister-Seidl-Str. 2, 82515 Wolfratshausen.

Furthermore, we only use your personal data for advertising purposes, provided you have consented to such use; you can revoke your consent at any time for the future. When obtaining your consent we expressly refer to the possibility of revocation.

Deviating provisions may apply when you are online, i.e. surfing on our Internet pages. Information in this regard is provided in the data privacy notices of the respective online offering.

6. To whom does TUNAP pass on my data?

To so-called contract processors, these are companies that we commission to process data within the statutory framework, Article 28 GDPR (service providers, vicarious agents). In this case TUNAP still remains responsible for the protection of your data. We commission companies in the following areas in particular: IT, sales, marketing, finances, consulting, customer service, human resources, logistics, and printing.

To cooperation partners, who on their own responsibility provide services for you in conjunction with your contract with TUNAP. This is the case if you commission services of such partners from us, or if you consent to the integration of the partner, or if we integrate the partner based on a legal authorization.

Due to legal obligation we are in certain cases, legally obligated to transmit certain data to the requesting government authority.

7. Where will my data be processed?

Your data will always be processed in Germany and the European Union. If, in exceptional cases, your data is also processed in countries outside the European Union and the European Economic Area (i.e. in so-called third countries), this occurs if you have expressly consented to this arrangement, or if it is required for our provision of services to you, or if it is provided for by law (Article 49 GDPR). Moreover, your data will only be processed in third countries if certain measures have been taken to ensure that an appropriate level of data protection exists for this purpose (e.g. EU Commission adequacy decision or so-called suitable guarantees, Article 44 ff. of the GDPR).

8. How long will my data be stored?

The personal data of the person concerned (data subject) will be deleted or blocked as soon as the purpose of storage no longer applies. Storage may also take place if the European or national legislation has provided for this in Union regulations, laws or other provisions to which the responsible party (controller) is subject. The data shall also be blocked or deleted if a storage period prescribed by the aforementioned standards expires, unless the necessity for further storage of the data exists for the formation or performance of a contract.

9. Who is responsible for the data processing? Who is my contact person if I have questions concerning data protection at TUNAP or if I want to assert my rights stipulated in paragraph 3?

For all questions in conjunction with data protection contact the responsible authority:

TUNAP GmbH & Co. KG
Bürgermeister-Seidl-Str. 2
82515 Wolfratshausen

Phone: +49 (0) 8171 16 00 0
Email: info@tunap.com

Or contact our company's data protection officer, who can be reached via the following contact data:

Phone: +49 (0) 8171 42 88 55 0
Email: datenschutz@tunap.com