

1 Introduction

As a supplier or service provider for our company, we would like to provide you with information on the processing of your personal data in connection with this business relationship. The data processing information provided below is based on the provisions of Art. 13 (1) & (2) of the General Data Protection Regulation (GDPR).

2 Name and contact information of the data controller

The data controller within the meaning of the GDPR is:

AllUnity GmbH

Sandweg 94 (Building C)
60316 Frankfurt am Main

tel.: +49 (0) 69 944 123 59

e-mail: support@allunity.com

(hereinafter referred to as „AllUnity“, „we“ or „us“)

3 Name and contact information of the Data Protection Officer (DPO)

You can contact our external Data Protection Officer (DPO) as follows:

Sven Lindenlauf

eyeDsec Information Security GmbH

e-mail: dataprivacy@allunity.com

4 Types of personal data

We process the following personal data from you as part of the business relationship:

- Personal master data (*first and last name, date of birth, etc.*)
- Professional contact data (*professional e-mail-address, professional telephone number, etc.*)
- Position data (*data about your position in the company*)
- Correspondence with you in the course of the business relationship
- Meeting minutes
- Contract data (*contract contents, contact persons, signatures, etc.*)
- Billing and payment data (invoices, activity reports, etc.)
- Image data (*if an image is provided*)
- Other personal data provided in the course of the business relationship

Irrespective of this, there may always be constellations in which we process personal data from you that is not mentioned here. In these cases, we will then provide you with separate data processing information relating to the respective occasion.

5 Purpose and legal basis of the data processing

We process your data in particular for the preparation and implementation of a business relationship on the basis of a corresponding contractual agreement. The legal basis for this processing of your personal data is **Art. 6 (1) lit. b) GDPR**. According to this, the processing of data is permitted if this is necessary for the preparation, establishment, execution or termination of a contractual relationship.

In addition, we process your data if this is necessary to protect our legitimate interests, unless your interests that require the protection of personal data outweigh this. The legal basis for this processing is **Art. 6 (1) lit. f) GDPR**. Our legitimate interest lies in particular in the storage of your personal data as part of our Customer Relationship Management (CRM). For further information on this, you can contact us or our DPO using the contact details provided above.

Furthermore, we are subject to various legal obligations, i.e. legal requirements (e.g. from tax law, commercial law or financial services law), which we must comply with. The processing of your personal data for these purposes is based on **Art. 6 (1) lit. c) GDPR**.

If you have given us your express consent for certain purposes, the processing of your personal data for such purposes is based on **Art. 6 (1) lit. a) GDPR**. In this case, the specific purposes result directly from the corresponding declaration of consent. In this case, you have the right to revoke your consent at any time without giving reasons with effect for the future. However, the data processing carried out on the basis of the consent until the revocation remains unaffected by the revocation.

6 Duration of data retention

In principle, we store your personal data for as long as is necessary for the purposes of the business relationship. As a rule, this corresponds to the duration of the business relationship itself and, if applicable, the duration of any limitation periods (regularly 3 years in accordance with § 195 BGB).

If you give us your explicit consent for further storage of personal data, the data may also be stored for a longer period, provided that you do not revoke your consent before this period expires.

Insofar as statutory retention obligations exist, these must be taken into account by us. Statutory retention periods result in particular from the German Commercial Code (HGB) and the German Fiscal Code (AO). The retention periods specified there are between 6 and 10 years and apply, among other things, to business communications (business letters). Therefore, any correspondence that we have with you in the course of our business relationship will be stored for up to 10 years.

Insofar as there are no statutory retention obligations, personal data will be deleted if its further processing is no longer required for the above-mentioned purposes. However, in the event of a possible legal dispute, your personal data may also be processed for longer for the purpose of asserting or defending legal claims, provided that your data is required for this purpose.

In addition, other deviating retention and deletion periods may also apply. In these cases, you will be informed separately.

7 Recipients of your personal data

In order to carry out the business relationship, the following internal and external recipients also receive access to your personal data:

Internal recipients:

- IT department
- Other relevant departments
- Accounting department
- Management
- Data Protection Officer (DPO) & Information Security Officer (ISO)
- Compliance department

External recipients:

- Other service providers (*if applicable*)

Data is not regularly transferred to a country outside the European Union (so-called third country). Should your personal data nevertheless be transferred to a third country in individual cases, we will implement appropriate safeguards to ensure an adequate level of protection for your data.

8 Data processing locations

Your personal data will only be processed on dedicated IT systems of AllUnity or in the certified data centers of our IT service providers within the EU.

Should your personal data nevertheless be transferred to a third country in individual cases, we will implement appropriate safeguards to ensure an adequate level of protection for your data.

9 Rights of the data subject

In accordance with Art. 15 GDPR, you have the right to receive **information** about the personal data stored about you. You also have the right to receive a copy of your personal data processed by us and, in the event of a data transfer to a third country, the right to be informed of the appropriate safeguards implemented by us to ensure data security.

If we process incorrect personal data about you, you have the right to have this data **corrected** in accordance with Art. 16 GDPR. In addition, you have the right to have incomplete personal data **completed** by us.

If the legal requirements are met, you can also request the **deletion** (Art. 17 GDPR) or **restriction** (Art. 18 GDPR) of the processing of your personal data.

In accordance with Art. 20 GDPR, you can assert the right to **data portability** for data that is processed automatically on the basis of your consent or a contract with us. In this case, we are obliged to hand over the personal data concerned in a structured, commonly used and machine-readable format.

In the case of data processing that we carry out on the basis of a legitimate interest, **you have the right to object to the data processing** (Art. 21 GDPR). In this case, we may no longer process the data concerned unless there are compelling legitimate grounds for further processing that outweigh your interests.

If you have given your consent to the processing of personal data, you can **revoke your consent** at any time and without giving reasons with effect for the future. Any data processing that has already taken place up to that point on the basis of this consent remains unaffected by the revocation.

You can assert these rights against us using the contact details given above.

However, you also have the right to **complain** about the processing of personal data by us directly to a data protection supervisory authority of your choice.

10 Further information

Generally, there is no (legal) obligation to provide your personal data. However, as part of the business relationship, you must provide the personal data that is required to carry out the corresponding contractual agreement or that we are legally obliged to collect. If you do not provide this data, we may not be able to execute a business relationship with you.

Automated decision-making based on your processed personal data (including profiling) does not take place.

Status: December 2024