

# Data protection information according to the EU Data Protection Regulation (GDPR)

## General Remarks

We take the protection of your personal data very seriously. We treat your personal data confidentially and in accordance with the EU General Data Protection Regulation (GDPR) and the applicable national data protection regulations (in Germany mainly the BDSG) as well as this information sheet. Personal data are data with which you can be personally identified or are identifiable. This information sheet explains which data we collect and how we use it. It also explains how and for which purpose this is done.

## Responsible person (responsible body)

CropEnergies Bioethanol GmbH  
Albrechtstraße 54  
06712 Zeitz  
Phone: (03441) 899 501  
Telefax: (03441) 899 740  
E-Mail: [info@cropenergies.de](mailto:info@cropenergies.de)  
Website: [www.cropenergies.com](http://www.cropenergies.com)  
Managing directors: Hendrik Banse, Jürgen Böttcher, Dr. Fritz Georg von Graevenitz  
District Court Stendal, HRB 214492

## Data protection team

CropEnergies Bioethanol GmbH  
Data protection officer  
Albrechtstraße 54  
06712 Zeitz  
E-Mail: [datenschutz@cropenergies.de](mailto:datenschutz@cropenergies.de)

## Legal basis for the processing of personal data

We only process personal data if there is a legal basis for doing so, i.e.

- if the data subject has given his/her consent (Art. 6 para. 1 lit. a GDPR)
- for the fulfilment of a contract (Art. 6 para. 1 lit. b GDPR)
- if needed in order to comply with a legal obligation (Art. 6 para. 1 lit. c GDPR)
- in case of legitimate interests (Art. 6 para. 1 lit. f GDPR) exist.

## Processing of data, data categories and groups of persons concerned

All personal data are collected and processed in accordance with the legal data protection regulations.

We process the following **data** about you: Company or authority name, name and first name of contact persons and users, address, telephone and fax number, email address, bank details, contracts, orders, invoices, credit notes, delivery notes, VAT ID.

The data belong to the following **data categories**: Identification data, communication data, financial data, order data, contract data and billing data.

The following **groups of people** are affected: Suppliers and service providers in a contractual relationship, a business relationship or in the process of initiating such relationships as well as interested parties.

## Use of your data (purpose)

This data is processed;

- in order to identify you as a supplier / service provider / interested party
- to process your requests / orders appropriately
- in order to fulfil orders or contracts with you
- to correspond with you
- for the creation of credit notes / payment of deliveries and services
- for information purposes

## **Data protection information according to the EU Data Protection Regulation (GDPR)**

The data collection is limited to the extent of what is required for the purpose. We do not pass on your data on to third parties unless it is necessary to fulfil inquiries, orders and contracts.

### **Your rights as person concerned**

As a data subject, you have the right at any time

- to receive for free information about your stored personal data (Art. 15 GDPR), its origin and recipients and the purpose of processing your data,
- to correction (Art. 16 GDPR),
- to restrict processing (Art. 18 GDPR),
- to erasure such data, taking into account any existing legal storage obligations (Art. 17 GDPR),
- to information (Art. 19 GDPR),
- to complain to the competent supervisory authority (Art. 77 GDPR),
- to data portability (Art. 20 GDPR).

### **Withdrawal of consent**

You can withdraw your consent to the processing of your personal data at any time with effect for the future. The withdrawal of consent shall not affect the legality of the processing carried out on the basis of the consent prior to the withdrawal. Should you wish to make use of your right to withdraw, you only need to send an email to the responsible body (see above).

### **Storage period and deletion of personal data**

The personal data collected by us will be erased or blocked as soon as the purpose of storage ceases to be applicable. Further storage after expiry of the intended purpose may be permitted due to legal retention periods. Once these have elapsed, the data will be erased.

### **Provision of your personal data**

Within the framework of our business relationship, you must provide the personal data which is necessary for the establishment and implementation of our business relationship and the fulfilment of the associated contractual obligations or which we are legally obliged to collect. Without this data, we will usually not be able to conclude a contract or execute an order or we will no longer be able to execute an existing contract and may have to terminate it.

### **Technical-organisational measures**

We take technical and organisational measures to process your data with a high degree of security. Particular emphasis is placed on the following points:

- Confidentiality (Art. 32 para. 1 lit. b GDPR), in particular access, receipt, and separation control.
- Integrity (Art. 32 para. 1 lit. b GDPR), in particular transmission, input, processing, documentation and order control
- Availability and resilience (Art. 32 para. 1 lit. b GDPR), in particular availability control and the ability to restore.
- Procedure for regular testing, assessing and evaluating (Art. 32 para. 1 lit. d GDPR; Art. 25 para. 1 GDPR), in particular data protection management, data protection by default and organisational control.