

**Information about the processing of personal data  
(Collection from data subject)  
information requirements according to Art. 13 GDPR**



**Name and contact details of responsible body**

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Legal representatives: Peter Ortlinghaus, Dr. Bastian Franzkoch

**Contact details of the Data Protection Officer**

Address: Kenkhauser Str. 125  
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Telephone: +49 2173 399188-0  
E-mail: datenschutz@ortlinghaus.com

**Purpose of processing**

Responding to requests and concerns of the data subjects who contact us using our contact form by voluntarily submitting the necessary data.

**Legal basis of processing**

The data is required for responding to the requests and concerns of the data subjects. Depending on the requests of the inquiring person, the following legal bases from the General Data Protection Regulation (GDPR) are relevant:

- Art. 6 Section 1 Letter b GDPR,  
if it relates to the execution of precontractual measures, which follow from the request.
- Art. 6 Section 1 Letter f GDPR,  
in cases where it does not relate to the execution of precontractual measures, for safeguarding our legitimate interest, being able to respond appropriately to the requests; whereby it does not conflict with the interests or fundamental rights and freedoms of the inquiring person.

**Categories of data recipients**

No data is transferred to third parties.

**Data transfer to third countries / international organisations**

No data is transferred to third countries / international organisations.

**Duration of processing (deletion date or criteria for planned storage period)**

In the case of the implementation of precontractual measures, the data is stored according to legal retention requirements and deleted at the earliest upon expiry of the retention periods.

If there is no further contact with the inquiring person, the data is deleted at the latest on 31.12 of the year following the last contact.

## **Rights of the data subject**

### **Right to disclosure**

You have the right to request information about whether personal data relating to you is processed by our company. The information is generally free of charge. Before the exchange of information it may be necessary to verify your identity.

On request we provide a one-off copy of the personal data that is the subject matter of this processing. For every other copy we are entitled to charge an appropriate fee.

### **Right to correction**

You have the right to have incorrect personal data relating to you corrected. This includes the completion of incomplete data relating to you.

### **Right to restriction of processing**

In certain circumstances you have the right to demand a restriction of the processing of your personal data by our company. This applies particularly if the correctness of the data is disputed by you, the data is processed illegally, the data is no longer required for processing or an objection has been filed against the data processing.

### **Right to deletion**

You have the right to demand the immediate deletion of personal data relating to you. A deletion does not have to be carried out if the processing is effected to exercise the right to freedom of expression, the data is required for the fulfilment of legal obligations, there is public interest in the data processing in the area of public health, data is processed within the framework of archiving or filing purposes or historical or scientific research or is required for the defence of legal claims.

### **Right to objection**

You have the right to file an objection against the processing of personal data relating to you.

### **Right to data portability**

You have the right to obtain personal data, which is processed about you within the framework of the defined purpose, in a structured, current machine-readable format. On request this data can also be disclosed by our company directly to another responsible person.

### **Right to revocation**

Provided that the processing of personal data is based on your voluntary consent, you have the option to revoke your consent at any time. The revocation of consent applies to the future. Processing operations already carried out remain unaffected by the revocation.

### **Right of appeal to the supervisory authorities**

You can contact a data protection supervisory authority at any time for complaints arising from the processing of personal data within the framework of the stated purpose.

### **Necessity of data collection**

The collection of all non-optional data is required for the fulfilment of the intended purpose. Optional data is marked as such on the data entry form.

### **Automated decision-making**

For data that is collected within the framework of the defined purpose, there is no rating based on automated decision-making (e.g. scoring).