

#### **Privacy Policy for Business Partners**

The following explanations provide our customers and interested parties with information on the processing of personal data by us and by associated companies and the rights of affected people. This data protection declaration will be updated, as appropriate, and published in appropriate and accessible form such as mail, Internet, etc.

# 1. Who is responsible for data processing?

Tascon GmbH Mendelstraße 17 48149 Münster, Germany Phone: +49 251-625622-100

Email: tascon@tascon-gmbh.de

Tascon USA 100 Red Schoolhouse Rd., Bldg. A-8 Chestnut Ridge, NY 10977 Phone: 845-352-1220

Email: tascon@tasconusa.com

## 2. How can the data protection officer by reached?

The company has appointed a data protection officer who can be reached at the Tascon GmbH or Tascon USA email addresses above.

#### 3. What kind of personal data is processes?

The following customer data are processed:

- Names of contact persons in the prospective company
- Communication data of contact persons (e.g., mail, telephone, etc.)
- Position and job function of contact persons

#### 4. Where does the data come from (data source)?

Usually we collect the data directly from the person concerned, e.g.,

- Collection of contact data for the preparation of an offer or other topics related to an order or project
- Collection of contact data for the purpose of querying suppliers

Data that we do not collect directly from the person concerned may include:

Transfer of contact information about partner companies on behalf of which the company operates

## 5. What data is processed and on what legal basis does this happen?

Personal data may be processed if there is a legal basis for processing. Data from prospective customers are processed based on the following legal situations:

5.1 Fulfillment of contractual obligations



Personal data are processed to carry out the contractual agreement e.g., the provision of services from a contract. This includes pre-contractual measures, such as the preparation of an offer.

#### 5.2 Fulfillment of legal obligations

In conjunction with the provision of services or the initiation of contracts, many legal regulations must be observed. These include, for example:

- Statutory retention obligations for the company in accordance with the commercial code and tax code
- Any liability and warranty claims

## 5.3 Legitimate interest of person responsible

Processing may be necessary in order to maintain a legitimate interest of the company if it does not outweigh the interests, fundamental rights, or freedoms of the person concerned, which require the protection of personal data. These include, for example, advertising measures of the company.

#### 5.4 Consent

If consent has been given to the processing of personal data, the respective consent is the legal basis for processing referred to in the consent. Consent can be revoked at any time. Any revocation shall only affect future processing.

## 6. Is there a transfer of personal data and if so, to whom?

Within the initiation of the contact and the provision of services, the transfer of data to third parties with headquarters within the U.S. or the European Union (EU) e.g., logistic companies, is carried out regularly. The processing is done on our behalf and according to our instructions.

Data processing can be carried out for analysis orders at Tascon GmbH and Tascon USA.

A transfer of data to bodies outside the EU – so called third countries – is then carried out if it necessary to execute an order or contract, it is required by law (e.g., tax obligations), it is within the framework of a legitimate interest or a consent has been granted. The processing of personal data in a third country may also be carried out in connection with the involvement of service providers in the context of order processing. We ensure data protection through contracts.

#### 7. How long will personal data be stored?

The company must comply with the legal requirements when initiating the contract and executing the contract.

The statutory retention period for accounting and tax documents is 6 years. Retention of other commercial letters, data, etc. is further outlined in our non-disclosure contracts.

Regardless of the retention periods, only authorized employees have access to the data. This applies to paper and digital files.

Within the expiration of statutory retention obligations, a data-protection-compliant destruction of the paper and digital files takes place.

## 8. What are the rights of the persons concerned?



The execution of the contract/service or the initiation of the contract usually requires the processing of personal data. In this respect, the rights concerned must be ensured user certain conditions such as information, correction, deletion, right to transferability, revocation of consent, and right to appeal.

## 9. Is there a commitment to providing data?

Customers and interested parties must provide the personal data necessary for the establishment, implementation, and termination of the contractual relationship or for the collection of which a legal obligation exists. Without the provision of the data, it is not possible to contract or to execute the tasks in the contract.

# 10. Is data used for automatic decision-making or profiling?

In the context of the performance of the contract/service or the initiation of the contract, no techniques are used which enable profiling.