

## Data protection information according to Art. 13 § 3 GDPR

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### Basic principles of data protection

Personal data about you will be collected and processed by the responsible party, and stored for the duration required in order to fulfil the defined purpose and the respective legal obligations of the present business relationship. Below, we will inform you which data is collected, how it will be processed and what your rights are in terms of data protection, particularly in regard to the General Data Protection Regulation (GDPR).

### Who is responsible for data processing?

The responsible party in the sense of data protection law is:

#### SEMA GmbH

Computer Software und Hardware-Vertrieb  
Dorfmühlstraße 7  
87499 Wildpoldsried

You can find further information about our company, authorised representatives and additional contact options in the legal information section of our website:

[www.sema-soft.com](http://www.sema-soft.com)

### Which of your data do we process? And for what purposes?

We only process personal data that is required to fulfil the defined purpose and respective legal obligations of our business relationship with you. This may include the following categories:

- Contact information, such as title, first name, last name, address, email address, telephone numbers
- Other information, such as login details, IP address or payment details

If we have received data from you, we will only process it for the same purpose that we have received or collected it for, e.g.

- to fulfil and carry out the contract
- for correspondence with you
- to fulfil legal obligations
- to protect legitimate interests
- to process any mutual transactions

Data processing for other purposes may only take place if the required legal specifications are present in accordance with 6 § 4 GDPR. We will observe any obligation to inform in accordance with Art. 13 § 3 GDPR and Art. 14 § GDPR.

### On what legal basis does that apply?

Provided that there are no other specific legal regulations, the legal basis for the processing of personal data is Art. 6 GDPR. The following possibilities are taken into account:

- Consent (Art. 6 § 1 lit. a) GDPR)
- Data processing for the purpose of fulfilling a contract (Art. 6 § 1 lit. b) GDPR) Data processing is necessary to guarantee the correctness and completeness of the data, as well as its digitalisation, and to fulfil the contract.
- Data processing based on the balancing of interests (Art. 6 § 1 lit. f) GDPR) Data processing is necessary to guarantee and optimise information decisions by the involved parties in their interests, and to guarantee the long-term high quality and uniformity of customer consultation by the responsible party.
- Data processing to fulfil a legal obligation (Art. 6 § 1 lit. c) GDPR) Data processing is required to guarantee the completeness and correctness of tax data in accordance with the tax code, industrial code and commercial code.

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If personal data is processed on the basis of your consent, you have the right to revoke your consent at any time with effect for the **future**. If we process data based on the balancing of interests, you as the concerned party have the right to object to the processing of your personal data in accordance with the specifications of Art. 21 GDPR.

### How long is data stored for?

We process data for as long as is required for the respective purpose. If there is a legal obligation for data to be stored – e.g. in the commercial code or tax code – the respective personal data will be stored for the duration of this obligation (10 years). Once this obligation has expired, we will check whether it is still necessary to process the data in question. If it is no longer necessary, the data will be deleted. In exceptional cases, data may be stored for up to 30 years, provided that this is required for the assertion, exercise or defence of legal claims.

Naturally, you may request (see below) information about the data we have stored about you at any time and, if it is no longer necessary to store it, to request the deletion of the data or to limit the processing of it.

### Who is data shared with?

Your personal data will only be shared with third parties if it is necessary in order to fulfil our contract with you, if it is permitted based on the balancing of interests in the sense of Art. 6 § 1 lit. f) GDPR, if we are legally obligated to share your data or if you have provided your consent for us to do so.

### Transfer of personal data to third countries

We do not plan to transfer your personal data to third countries or international organisations, unless it is necessary for the purpose of fulfilling our contract with you. You will be informed about individual details separately, if legally so required.

### Where is data processed?

Your personal data is processed exclusively by us in computer centres in the Federal Republic of Germany.

### Credit checks

When entering into a contract and in certain cases when a legitimate interest exists, our company regularly checks your creditworthiness. When doing so, we work with the company Creditreform Kempten/Allgäu, Winterstein KG, Fürstenstraße 1, 87439 Kempten, from whom we receive the required information. For this purpose, we will share your name and contact details with the above-mentioned company. Further information about data processing by Creditreform Kempten/Allgäu, Winterstein KG can be found in accordance with Art. 14 EU-GDPR at:

<https://www.creditreform.de/navigations/content-footer/datenschutzerklaerung.html>

### Your rights as the “concerned party”

You have the right:

- in accordance with Art. 15 GDPR, you have the right to receive information about the personal data that we are processing concerning you. In particular, you may request information about the processing purpose, the category of personal data, the category of recipient with whom your data is or has been shared, the planned storage duration, the existence of the right to correction, deletion, limitation of processing or objection, the existence of the right to complaint, the origin of your data if not originally collected by the responsible party, and about the existence of automated decision-making, including profiling, as well as any significant information about the individual details thereof;
- in accordance with Art. 16 GDPR, you have the right to request the immediate correction of incorrect or incomplete personal data that is stored by the responsible party;
- in accordance with Art. 17 GDPR, you have the right to request the deletion of your personal data by the responsible party, provided that this data is not required in order to exercise the right to freedom of expression and information, to fulfil a legal obligation, for reasons of public interest, or for the assertion, exercise or defence of legal claims.

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- in accordance with Art. 18 GDPR, you have the right to request the limitation of the processing of your personal data if its correctness is disputed by you, if processing the data is unlawful but you do not wish to delete it, if the responsible party no longer requires the data but you require it for the assertion, exercise or defence of legal claims, or if you have submitted an objection to the processing of your data in accordance with Art. 21 GDPR;
- in accordance with Art. 20 GDPR, you have the right to request the personal data you have provided to the responsible party in a structured, conventional and machine-readable format, or its transfer to another responsible party;
- in accordance with Art. 7 § 3 GDPR, you have the right to revoke your consent from the responsible party at any time. As a consequence, the responsible party may not continue with the processing of any data that relied exclusively on this consent in future, and
- in accordance with Art. 77 GDPR, you have the right to complain to a supervisory authority. To do so, you may contact the relevant supervisory authority in your place of work or residence, or our company headquarters.

In the event of information requests that are not made in writing, please understand that we may request proof of identification to confirm that you are who you say you are.

### **Right of objection**

In accordance with Art. 21 § 1 and 2 GDPR, you have the right to object to the processing of your data in connection with a direct advertisement, if this takes place based on balancing of interests.

### **Our data protection officer**

We have appointed an external data protection officer in our company. You can contact them via the following contact details:

IDKOM Networks GmbH - Data protection officer, Dieselstraße 1, 87437 Kempten  
Herr Thomas Hug, e-mail: [datenschutz@idkom.de](mailto:datenschutz@idkom.de)

### **Right of complaint**

You have the right to complain about the processing of personal data by us, at a supervisory authority for data protection:

Bayerisches Landesamt für Datenschutzaufsicht, Promenade 27, 91522 Ansbach Telephone 0981 531300, Telefax 0981 53981300, Email: [poststelle@lda.bayern.de](mailto:poststelle@lda.bayern.de), https: [www.lda.bayern.de](https://www.lda.bayern.de)