

## Information letter according to Art. 13 DSGVO (interested parties)

### Responsible for data processing

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### Data protection officer

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### Purpose of processing

Initiation of an order relationship and generation of orders

### Legal basis of the processing

Art. 6 Par. 1 No. a DSGVO - Consent by the data subject pursuant to Art. 4 Par. 2 No. 11 DSGVO  
Art. 6 Par. 1 No. b DSGVO - Initiation of a contract

### Recipient of the data

The data will not be passed on.

### Duration of storage

In accordance with the legal retention periods and, in the case of voluntary or non-legally regulated data, two years or prematurely in the event of revocation of consent.

### Rights of the parties concerned

As a person affected by data processing, you are entitled to the following industrial property rights free of charge:

- a) You can revoke your voluntary consent at any time (right of revocation)
- b) You can request an overview of all data stored by us at any time (right to information)
- c) You can request the deletion of data that is not subject to any legal or contractual storage obligation at any time free of charge (deletion right).
- d) You can limit your consent to data processing to certain areas at any time (right of restriction)

- e) You can object to data processing that serves the public interest or legitimate interests of the processor at any time, if there are reasons for your particular situation (right of objection).
- f) In the case of data which you have stored incorrectly, you have the right to correct this data at any time (right of correction).
- g) You have the right to receive the personal data concerning you in a structured, current and machine-readable format or to have it transmitted to another body. (right to data transfer)

**Consequences if the data is not available**

Without this data, no order relationship can be established.

**Right of appeal**

Each data subject has a right of appeal to the data protection supervisory authority of his country or to the supervisory authority responsible for the processing of your data. The supervisory authority responsible for us is:

Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen  
Postfach 20 04 44  
40102 Düsseldorf  
E-Mail: [poststelle@ldi.nrw.de](mailto:poststelle@ldi.nrw.de)