

Data protection - Information sheet for Murrelektronik GmbH

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1. Introduction

Trust is important, especially as far as your data is concerned. Therefore, we consider it our obligation to manage your data with the utmost care and do all we can to protect your information from being misused.

Murrelektronik GmbH strictly complies with the provisions of data protection law when collecting and processing your data.

2. Who is responsible for processing data and whom can you contact?

Data processing controller:

Murrelektronik GmbH

Andreas Chromy, Managing Director

Concorde Business Park D2/11

2320 Schwechat

3. Which data is processed and which sources does the data come from?

We process the personal data which we receive from you as part of a business relationship. Furthermore, we process data from publicly accessible sources (e.g. companies register, register of associations, land register, media).

The personal data we process includes:

- your personal details (name, address, contact details)
- details of the contract
- data arising from the discharge of our contractual obligations
- information on financial status (e.g. details on credit rating, scoring or rating data etc.)
- advertising and sales data
- documentation data

4. Which data applications are there?

- Recording/management of core customer data
- Recording/management of core supplier data
- Contract management
- Personnel management
- Payrolling
- Accounting/dunning process

- Recording of working hours
- Customer relations management
- Marketing
- Offer management

5. For what purposes and on what legal basis is data processed?

We process your personal data pursuant to the provisions of data protection law:

- to fulfil a contract (Art. 6 para 1b GDPR)

to comply with legal obligations (Art. 6 para 1c GDPR)

- pursuant to your consent (Art. 6 para 1a GDPR)

If you have given us your consent to process your personal data, it will only be processed for the purposes stated and to the extent agreed in your declaration of consent. Consent which has been given may be revoked at any time with effect for the future (e.g. you can object to your personal data being processed for marketing and advertising purposes if you do not want it to be processed in the future).

- to pursue legitimate interests (Art. 6 para. 1f GDPR)

6. What is the purpose of the data processing?

- Making offers, fulfilling contracts, placing orders, making payment, communication
- Issuing invoices, tracking payments, the dunning process
- Managing customer data, visit reports and chronology
- Purchasing
- Sending newsletters, event invitations, price information
- Contract management
- Customer information
- Personnel administration
- Transmission and management of all relevant data for payrolling
- Recording daily working hours, holiday, sick leave

7. Who receives your data?

Within Murrelektronik GmbH, departments or employees receive your data if they need it to discharge contractual and/or statutory obligations or to safeguard legitimate interests. Furthermore, processors which we engage (parent company for IT systems) also receive your data, provided they need it to perform their respective tasks. All processors are contractually obliged to keep your data confidential and only process it as part of rendering services (more details should be provided on who receives the data and where it is saved).

8. How long is your data saved and processed for?

For the duration of the business relationship (from its initiation to its performance through to the termination of the contract) as well as pursuant to statutory retention and documentation obligations. Statutory limitation periods (which may be up to 30 years in certain cases under the Austrian Civil Code (the general limitation period is 3 years)), must also be taken into account when setting the storage period; in case of a legal dispute the limitation period must run until the dispute has ended with final legal effect.

9. Which data protection rights do you have?

You have the right, at any time:

- to access information on whether (and if so, which of) your personal data is processed and to receive a copy of this data
- to have your personal data rectified, supplemented or erased, if it is inaccurate or is not being lawfully processed
- to request that the processing of the data of yours which is saved is restricted
- to revoke consent previously given, whereby this does not affect the lawfulness of the data processing done before revocation.
- to object to the processing
- to data portability pursuant to the requirements of data protection law
- to know the identity of third parties to whom/to which your personal data is transmitted.

You can lodge complaints with the Austrian Data Protection Authority: www.dsb.gv.at

10. Are you under an obligation to provide data?

You have to provide such personal data as is required to establish and conduct our business relationship and which we are under a legal obligation to collect.

If you do not wish to provide us with your data, we will generally have to refuse to conclude or execute the contract. In such cases, we are no longer able to execute an existing contract and must therefore terminate it.

However, you are not obliged to grant your consent to the processing of data which is not relevant for fulfilling the contract or which is not legally required.

11. Is there any automated individual decision-making, including profiling?

We do not use any automated individual decision-making pursuant to Art 22 GDPR to make a decision on

the establishment or performance of a business relationship.

12. Data security

The security of your data is our highest priority. Our declared objective is to take all technical and organisational measures to guarantee the security of data processing and to process your personal data in such a way that it cannot be accessed by third parties.

Due to the use of state-of-the-art security software, coding and encryption procedures, our IT infrastructure complies with the highest international security standards.