

## **Privacy Information for Customers and other Affected Parties**

The following information provides an overview of the way we process your personal data and your rights according to the newly enforced data protection law.

### **Responsible is**

MabTag GmbH  
Gladiolenweg 2  
26169 Friesoythe  
Germany  
phone: +49 1626721349  
email: info@MabTag.com  
web: www.MabTag.com

### **Which Sources and Data do we Use?**

We process personal data received from our clients and business partners of our business relationships. As necessary for fulfilling our services, we also process personal data lawfully obtained from publicly accessible sources (such as commercial and association registers, press, web).

Relevant data is personal data (name, address and other contact data), identification data (tax number, company register number etc.) and order data. Moreover, this may include documentation data (such as consultation protocol) and other data comparable with the above categories.

### **What for do we Process your Data (purpose of processing) and on which Legal Basis?**

We process personal data in accordance with the provisions of the EU General Data Protection Regulation (GDPR) and the Federal Data Protection Act (GDPA) 1) to fulfil contractual obligations (Art. 6 paragraph 1 lit. b GDPR)

The processing of data takes place for the fulfillment and/or performance of contractual obligations between MabTag GmbH and our business partners and/or customers. This includes logistic and shipping companies and other business partners necessary for contract fulfillment and implementation. This includes the forwarding of personal information such as name, address, invoices and other invoice and financial data such as tax number, commercial register number etc.

2) on the basis of your consent (Art. 6 paragraph 1 lit. a GDPR)

By passing your personal data for certain purposes (e.g. for sending information or offers, etc.), the legality of this agreement is given based on your consent to process personal data. A given consent can be revoked at any time. This also applies to the revocation of declarations of consent issued to us prior to the validity of the GDPR, i.e. before 25 May 2018. The revocation of a consent is only effective for the future and does not affect the legality of the data processed until revocation.

### **Who Receives my Data?**

Within MabTag GmbH, those departments who require your data to fulfil the order management, billing and booking will have access to your data.

Furthermore, personal data will be passed to suppliers and/or logistics companies for delivery of your order.

### **Is my Data Transferred to a Third Country or to an International Organisation?**

Generally no personal data is transferred to countries outside the European Union (so-called third countries).

### **How Long will my Data be Stored?**

We process and store your personal data as long as necessary for fulfilling our contractual and legal obligations. Being no longer required for the fulfilment of the obligations the data is regularly deleted, unless its temporary processing is necessary for the following purposes:

- a) Fulfilment of commercial and tax storage obligations, which may arise from the German Commercial Code (HGB) or Tax Code (AO) for example. In general the periods of storage and specified documentation are two to ten years.
- b) Preservation of evidence within the framework of the regulatory statute of limitations. According to §§ 195 ff. of the German Civil Code (BGB) these statutes of limitation may last to up to 30 years, whereby the regular limitation period is 3 years.

### **Which Rights of Privacy do I have?**

Any person affected by the changes shall have the right to access under Article 15 DSGVO, the right of correction under Article 16 GDPR, the right of cancellation under Article 17 DSGVO, the right to limitation of processing under Article 18 GDPR, the right to objection under Article 21 GDPR and the right of data transfer under Article 20 GDPR. The restrictions according to §§ 34 and 35 BDSG apply to the right to information and the right of cancellation. In addition, there is a right of appeal to a competent data protection supervisory authority (Art. 77 GDPR i.V.m. § 19 GDPA).

You can revoke your consent to the processing of personal data at any time. This also applies to the revocation of declarations of consent issued to us prior to the validity of the GDPR, i.e. before 25 May 2018. Please note that the revocation will only take effect in the future. Processing that took place before the revocation is not affected by this.

### **Is there an Obligation for me to Provide Data?**

Within the framework of our business relationships, you must provide those personal data that are necessary for the establishment, execution and termination of a business relationship, for the fulfilment of the associated contractual obligations, or those that we are legally obliged to collect. Without this information we will generally not be able to enter into, execute or terminate a contract with you.

### **To what extent Automated Decision is made?**

In principle, we do not use fully automated decision making in accordance with Article 22 GDPR for the establishment and implementation of business relationships. If we use these procedures in individual cases, we will inform you separately about this and about your rights in this regard, insofar as this is prescribed by law.

### **Information on Your Right of Objection under Article 21 GDPR**

#### **Right of Objection on a Case-by-Case Basis**

You have the right to object at any time for reasons arising from your particular situation to the processing of personal data concerning you under Art 6 lit 1 e GDPR - data processing in the public interest - and Art 6 lit 1 f GDPR -data processing on the basis of a balance of interests-, including profiling within the meaning of Art 4 lit 4 GDPR based on this provision.

If you object, we will no longer process your personal data unless we can prove compelling legitimate reasons for the processing, which outweigh your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.

**Recipient of the Opposition**

The objection should be made in written form with the subject "objection" stating your name and your address and addressed to: MabTag GmbH

Gladiolenweg 2  
26169 Friesoythe  
Germany  
fax: +49 1626721349  
email: [info@MabTag.com](mailto:info@MabTag.com)

# Privacy Statement of MabTag GmbH According to the GDPR

## I. Name and Address of the Person Responsible

The person responsible within the meaning of the Basic Data Protection Regulation and other national data protection laws of the member states as well as other data protection regulations is:

MabTag GmbH  
Gladiolenweg 2  
26169 Friesoythe  
Germany

phone: +49 1626721349  
email: info@MabTag.com  
web: www.MabTag.com

## II. Name and Address of the Data Protection Commissioner of Lower Saxony

The data protection commissioner is:

Die Landesbeauftragte für den Datenschutz  
Niedersachsen Prinzenstr. 5  
30159 Hannover  
Deutschland

phone: +49 511 120-4500  
email: poststelle@lfd.niedersachsen.de

## III. General Information on Data Processing

### 1. Extent of the Processing of Personal Data

We only process personal data of our customers as far as necessary to provide the requested services. The processing of personal data of our customers takes only place according to their consent. An exception applies to those cases when prior consent cannot be obtained for actual reasons and the processing of the data is permitted by law.

### 2. Legal Basis for the Processing of Personal Data

Insofar as we obtain the consent of the data subject for the processing of personal data, Art. 6 para. 1 lit. a General Data Protection Regulation (GDPR) serves as the legal basis. In the processing of personal data required for the performance of a contract to which the data subject is a party, Art. 6 para. 1 lit. b GDPR serves as the legal basis. This also applies to processing operations that are necessary to execute pre-contractual measures. When processing of personal data is required to fulfil a legal obligation to which our company is subject, Art. 6 para. 1 lit. c GDPR serves as the legal basis.

If the vital interests of the data subject or another natural person require the processing of personal data, Article 6 para. 1 lit. d GDPR serves as the legal basis.

If processing is necessary to protect a legitimate interest of our company or a third party and if the interests, fundamental rights and freedoms of the data subject do not outweigh the first-mentioned interest, Art. 6 para. 1 lit. f GDPR serves as the legal basis for processing.

### 3. Data Erasure and Storage Time

The personal data of the person concerned will be deleted or blocked as soon as the purpose of storage ceases to apply. Furthermore, data may be stored if this has been decided by the European or national legislator in EU regulations, laws or other provisions to which the person responsible is subject. The data will also be blocked or deleted if a storage period prescribed by the aforementioned standards expires, unless there is a need for further storage of the data for the conclusion or fulfilment of a contract.

## **IV. Provision of the Website**

### **Description and Scope of Data Processing**

When visiting our website no data and/or information will be collected.

## **V. Use of Cookies**

### **Description and Extent of Data Processing**

Our website does not use cookies.

Cookies are text files that are stored in the web browser or by the web browser on the user's computer system. If a user visits a website, a cookie may be stored on the user's operating system. This cookie contains a characteristic character string that enables a unique identification of the browser when the website is called up again.

## **VI. Contact and E-mail Contact**

### **1. Description and Scope of Data Processing**

There is a no form for electronic contact on our website.

You can contact us via the e-mail address provided. In this case, the user's personal data transmitted by e-mail will be stored.

In this context, the data will not be passed on to third parties. The data is used exclusively for business related actions.

### **2. Legal Basis for Data Processing**

The legal basis for the processing of data is Art. 6 para. 1 lit. a GDPR if the user has given his consent.

The legal basis for the processing of data transmitted while sending an e-mail is Art. 6 para. 1 lit. f GDPR. If the e-mail contact aims to conclude a contract, then additional legal basis for the processing is Art. 6 para. 1 lit. b GDPR.

### **3. Purpose of Data Processing**

The processing of the personal data of the contact via e-mail constitutes the necessary legitimate interest in the processing of the data.

### **4. Duration of Storage**

The data will be deleted as soon as it is no longer necessary to achieve the purpose for which it has been collected.

### **5. Possibility of Opposition and Elimination**

The customer has the possibility to revoke his consent to the processing of personal data at any time. If the customer contacts us by e-mail, he can object to the storage of his personal data at any time. In such a case, the conversation cannot be continued.

Please direct your request for cancellation and removal by letter, fax or by email to:

MabTag GmbH

Gladiolenweg 2

26169 Friesoythe

Germany

fax: +49 1626721349

email: info@MabTag.com

All personal data stored in the course of contacting us will be deleted in this case.

## **VII. Disclosure of Personal Data to Third Parties (supplier and/or logistic companies) 1. Scope of Processing of Personal Data**

The data for the delivery will be passed to the supplier and/or logistic companies within the scope of order fulfilment.

### **2. Legal basis for the Processing of Personal Data**

The legal basis for the processing of personal data for delivery is Art. 6 para. 1 lit. a GDPR.

### **3. Duration of Storage**

As a rule, the data collected is deleted as soon as it is no longer required. The data will be deleted at the latest upon expiry of the relevant legal retention periods. .

## **VIII. Rights of the Data Subject**

If personal data is processed by you, you are affected within the meaning of the GDPR and you have the following rights towards the person responsible:

### **1. Right to Information of Personal Data**

You can ask the person in charge to confirm whether personal data concerning you will be processed by us.

If such processing has taken place, you can request the following information from the person responsible:

- (1) the purposes for which the personal data is processed;
- (2) the categories of personal data being processed;
- (3) the recipients or categories of recipients to whom the personal data concerning you has been or is still being disclosed;
- (4) the planned duration of the storage of the personal data concerning you or criteria for determining the storage period, if specific information is not possible;
- (5) the existence of a right to rectification or deletion of personal data concerning you, a right to limitation of processing by the controller or a right to object to such processing;
- (6) the existence of a right of appeal to a supervisory authority;
- (7) any available information on the origin of the data if the personal data is not collected from the data subject;
- (8) the existence of automated decision-making including profiling in accordance with Art. 22 para. 1 and para. 4 GDPR and – at least in these cases – meaningful information on the logic involved and the scope and intended effects of such processing for the data subject.

You have the right to request information whether the personal data concerning you is transferred to a third country or to an international organisation. In this context, you may request to be informed of the appropriate guarantees pursuant to Art. 46 GDPR in connection with the transmission.

### **2. The right of Correction**

You have a right to rectification and/or completion towards the data controller if the personal data processed concerning you is incorrect or incomplete. The person responsible shall make the correction without delay.

### **3. Right to Limitation of Processing**

Under the following conditions, you may request that the processing of personal data concerning you will be restricted:

- (1) if you dispute the accuracy of the personal data concerning you for a period that enables the data controller to verify the accuracy of the personal data;
- (2) the processing is unlawful and you refuse to delete the personal data and instead request that the use of the personal data will be restricted;
- (3) the data controller no longer needs the personal data for the purposes of the processing, but you do need it to assert, exercise or defend legal claims, or
- (4) if you have filed an objection to the processing pursuant to Art. 21 para. 1 GDPR and it has not yet been determined whether the legitimate reasons of the person responsible outweigh your reasons.

If the processing of personal data concerning you has been restricted, such data may only be processed – apart from being stored – with your consent or for the purpose of asserting, exercising or defending rights or protecting the rights of another natural or legal person or on grounds of an important public interest of the Union or a Member State. If the processing restriction has been restricted according to the above conditions, you will

be informed by the person responsible before the restriction is lifted.

#### **4. Right of Cancellation**

##### ***a) Duty to delete***

You may request the data controller to delete the personal data relating to you without delay and the controller is obliged to delete this data without delay if one of the following reasons applies:

- (1) The personal data concerning you are no longer necessary for the purposes for which they were collected or otherwise processed.
- (2) You revoke your consent, on which the processing was based pursuant to Art. 6 para. 1 lit. a or Art. 9 para. 2 lit. a GDPR, and there is no other legal basis for the processing.
- (3) You file an objection against the processing pursuant to Art. 21 para. 1 GDPR and there are no overriding legitimate reasons for the processing, or you file an objection against the processing pursuant to Art. 21 para. 2 GDPR.
- (4) The personal data concerning you have been processed unlawfully.
- (5) The deletion of personal data relating to you is necessary to fulfil a legal obligation under Union law or the law of the Member States to which the data controller is subject.
- (6) The personal data concerning you were collected in relation to information society services offered pursuant to Art. 8 para. 1 GDPR.

##### ***b) Information to third parties***

If the data controller has made the personal data concerning you public and is obliged to delete it pursuant to Art. 17 para. 1 GDPR, he shall take appropriate measures, including technical measures, considering the available technology and the implementation costs, to inform data processors who process the personal data that you as the data subject have requested the deletion of all links to this personal data or of copies or replications of this personal data.

##### ***c) Exceptions***

The right to cancellation does not exist insofar as the processing is necessary

- (1) to exercise freedom of expression and information;
- (2) for the performance of a legal obligation required for processing under the law of the Union or of the Member States to which the controller is subject or for the performance of a task in the public interest or in the exercise of official authority conferred on the controller;
- (3) for reasons of public interest in the field of public health pursuant to Art. 9 para. 2 lit. h and i and Art. 9 para. 3 GDPR;
- (4) for archiving purposes in the public interest, scientific or historical research purposes or for statistical purposes pursuant to Art. 89 para. 1 GDPR, insofar as the law referred to under a) is likely to make it impossible or seriously impair the attainment of the objectives of such processing, or
- (5) to assert, exercise or defend legal claims.

#### **5. Right to Information**

If you have exercised your right to have the data controller correct, delete or limit the processing, he/she is obliged to inform all recipients, to whom the personal data concerning you have been disclosed, of this correction or deletion of the data or restriction on processing, unless this proves impossible or involves a disproportionate effort. The person responsible shall have the right to be informed of such recipients.

#### **6. Right to Data Transferability**

You have the right to receive the personal data concerning you that you have provided to the person responsible in a structured, common and machine-readable format. In addition, you have the right to pass this data on to another person in charge without obstruction by the person in charge to whom the personal data was provided, provided that

- (1) processing is based on consent pursuant to Art. 6 para. 1 lit. a GDPR or Art. 9 para. 2 lit. a GDPR or on a contract pursuant to Art. 6 para. 1 lit. b GDPR and

(2) processing is carried out by means of automated methods.

In exercising this right, you also have the right to request that the personal data concerning you will be transferred directly from one data controller to another data controller, as far as this is technically feasible. The freedoms and rights of other persons must not be affected by this.

The right to transferability shall not apply to the processing of personal data necessary for the performance of a task in the public interest or in the exercise of official authority conferred on the controller.

### **7. Right to Objection**

You have the right to object at any time, for reasons arising from your specific situation, to the processing of personal data concerning you under Art 6 para. 1 lit. e or lit. f of the GDPR; this also applies to profiling based on these provisions.

The data controller no longer processes the personal data concerning you, unless he can prove compelling reasons worthy of protection for the processing, which outweigh your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.

If the personal data concerning you is processed for direct marketing purposes, you have the right to object at any time to the processing of the personal data concerning you for the purpose of such advertising; this also applies to profiling, insofar as it is associated with such direct marketing.

If you object to the processing for direct marketing purposes, the personal data concerning you will no longer be processed for these purposes.

You have the possibility to exercise your right of objection in connection with the use of Information Society services by means of automated procedures using technical specifications, notwithstanding Directive 2002/58/EC.

### **8. Right to Revocation of Data Protection Consent Declaration**

You have the right to revoke your data protection declaration at any time. The revocation of consent does not affect the legality of the processing carried out on the basis of consent until revocation is final.

### **9. Automated Decision in Individual Cases including Profiling**

You have the right not to be subject to a decision based exclusively on automated processing – including profiling – that has legal effect against you or significantly impairs you in a similar manner. This does not apply,

- (1) if the decision is necessary for the conclusion or performance of a contract between you and the person responsible;
- (2) if the legislation of the Union or of the Member States, to which the person responsible is subject, is admissible and contains appropriate measures to safeguard your rights, freedoms and legitimate interests;
- (3) or if you express consent.

However, these decisions may not be based on special categories of personal data pursuant to Art. 9 para. 1 GDPR, unless Art. 9 para. 2 lit. a or lit. g GDPR applies and appropriate measures have been taken to protect your rights and freedoms and your legitimate interests.

In the cases referred to in (1) and (3), the person responsible shall take reasonable measures to safeguard your rights, freedoms and legitimate interests, including at least the right to obtain the intervention of a person by the person responsible, to state his own position and to challenge the decision.

### **10. Right of Appeal to a Supervisory Authority**

Without prejudice to any other administrative or judicial remedy, you have the right to appeal to a supervisory authority, in particular in the Member State where you reside, work or suspect of infringement, if you believe that the processing of personal data concerning you is contrary to the GDPR.



The supervisory authority to which the complaint has been lodged shall inform the complainant of the status and results of the complaint, including the possibility of a judicial remedy under Art 78 GDPR.

The supervisory authority responsible for MabTag GmbH is:

Die Landesbeauftragte für den Datenschutz Niedersachsen  
Prinzenstr. 5  
30159 Hannover  
Deutschland  
phone: +49 511 120-4500  
email: [poststelle@lfd.niedersachsen.de](mailto:poststelle@lfd.niedersachsen.de)