Information on handling your data as a customer

An obligation from the General Data Protection Regulation.

1. Preliminary note

The following points are intended to provide you with information about your data. The legislator has determined which information is necessary for this. For more information, see Articles 12 to 22 and 34 GDPR. The legal text of the General Data Protection is available on the internet at the following link https://dsgvo-gesetz.de. If you have any further questions about the General Data Protection Regulation, you can contact the data protection officer and / or the administration at any time.

2. What is personal data?

All information relating to a specific or identifiable person. A person can be identified if this person can be identified directly or indirectly. For example, this can be done by assigning an identifier such as a name, an identification number, location data, an online identifier or one or more special features.

3. Basic information

a) Who is responsible for the processing of my data?

Controller for data processing is

JEOL (Germany) GmbH, Gute Änger 30, 85356 Freising, Germany

Phone.: +49 8161 9845-0, Email: info@jeol.de

b) How can I contact you?

Contact persons: Ms. Charlotte Hilgendorf, Ms. Verena Sperrer

Email: info@jeol.de

c) Which authority is responsible for the control and compliance with the data protection law?

Responsible data protection supervisory authority

Bayerisches Landesamt für Datenschutzaufsicht (BayLDA)

Promenade 18, 91522 Ansbach, Germany

Phone: +49 981 180093-0, Email: poststelle@lda.bayern.de

d) How can I contact the company's data protection officer?

The data protection officer is:

JEOL (Germany) GmbH

Mr Alexander Wiesner

Gute Änger 30, D-85356 Freising

Phone: +49 8161 9845 250, email: datenschutz@jeol.de

4. Further important informationWeitere wichtige Informationen

a) a) Data processing (why?)

We process your data to fulfill the mutual obligations from the (possibly incipient) contractual relationship or to fulfill legal obligations.

b) Warum dürfen wir dies?

Data protection law allows us (in accordance with Article 6(1) sentence 1 lit. b GDPR) to process the data required for the performance of a contract or for the implementation of pre-contractual measures. If you voluntarily provide us with information about yourself beyond what is necessary, this notification constitutes your consent to processing (in accordance with Article 6(1) sentence 1 lit. a GDPR). Data protection law allows us in Art. 6 (1) sentence 1 lit. c GDPR the processing of your data if there is a legal obligation to do so. We may process your data if we have a legitimate interest (e.g. company security, securing our claims, external representation of the company) and your conflicting interest does not outweigh (Art. 6 (1) lit. f GDPR).

c) Who can receive data from me?

As part of the processing, your data can be transmitted to:

- persons within our company who are directly involved in data processing (e.g. sales, purchasing, marketing, service),
- service providers who are contractually bound and committed to secrecy and perform sub-tasks of data processing as well as other external bodies (companies, authorities, credit agencies, etc.) if this is necessary.

d) Will you transfer my data to countries outside of the European Union?

We do not plan to do this. An exception to this would only be conceivable if you would arrange this or if this would be necessary for the fulfillment of the contract.

This is legally based on Article 6 (1) sentence 1 lit. b GDPR, Article 49 (1) lit. b GDPR.

e) How long will you save my data?

We store your data for the time needed to achieve the purposes outlined under 4.a). However, there are legal regulations (e.g. § 147 Abgabenordnung) that force us to keep certain documents for six or ten years. After the retention period has expired, we delete data that is no longer required.

f) Do I have to provide my data?

In order to achieve the reasons stated under 4.a), it is necessary that you provide us with your personal data. This is mandatory for the fulfillment of the contract with you or is required by law. If you do not provide personal data, we cannot fulfill the contract with you.

g) Automated decision making / profiling

Automatic decision making / profiling does not take place.

5. Which rights do I have?

As a data subject, you have the following rights under the General Data Protection Regulation (hereinafter also referred to as “data subject rights“):

a) Right to information (according to Article 15 GDPR)

You have the right to request information about whether we process personal data about you or not. If we process your personal data, you have the right to know

- why we process your data (see also under 4.a));
- what types of data we process about you;
- what kind of recipients receive our should receive data from you (see also under 4.c));
- how long we will store your data; if it is not possible to specify the storage period, we must inform you how the storage period will be determined (e.g. after statutory retention periods have expired), see also under 4.e);
- that you have the right to have your data corrected and deleted, including the right to restrict processing and / or the option to object (see also under 5.b), 5.c) and the following below);
- that you have a right of appeal at a supervisory authority;
- where your data comes from, if we have not collected it directly from you;
- whether your data will be used for an automatic decision and, if so, to find out on which the decision is based on and which effects and consequences the automated decision can have for you;
- that you have the right to request a copy of your personal data. Data copies are generally made available in electronic format.

The first copy is free of charge, a reasonable fee may be charged for further copies. A copy can only be provided as long as it does not affect other people's rights.

If personal data is transferred to a third country or an international organization, the data subject has the right to be informed on the appropriate guarantees in accordance with Article 46 GDPR in connection with the transfer.

b) Right to rectification of data (according to Article 16 GDPR)

You have the right to ask us to correct your data if it is incorrect and / or incomplete. This right also includes the right to be completed by supplementary statements or notifications. A correction and / or addition must be made without undue delay.

c) Right to deletion of personal data (according to Article 17 GDPR)

You have the right to ask us to delete your personal data, if

- the personal data is no longer required for the purpose for which it was collected and processed;
- the data processing is based on your consent and you have withdrawn your consent; however, this does not apply if there is another legal permission for data processing;
- you have objected to data processing whose legal permission is in the so-called "legitimate interest" (according to Article 6 (1) lit. e or f); however, a deletion does not have to take place if there are overriding legitimate reasons for further processing;
- you have objected to data processing for the purpose of direct advertising;
- your personal data has been processed unlawfully;
- it is data of a child that was collected for information society services (= electronic service) on the basis of a consent (in accordance with Art. 8 (1) GDPR)

There is no right to delete personal data, if

- the right to freedom of expression and information precludes the request for cancellation;
- the processing of personal data
    - is required to fulfill a legal obligation (e.g. statutory retention requirements) or
    - is required to perform public duties and interests under applicable law (this includes "public health") or
    - is required for archiving and / or research purposes;
    - is necessary to assert, exercise or defend legal claims.

The deletion must take place immediately (without undue delay). If personal data has been made public by us (e.g. on the internet), we have to ensure – within the scope of what is technically possible and reasonable – that other data processors are also informed about the request for deletion, including the deletion of links, copies and / or replications.

d) Right to restriction of data processing (according to Article 18 GDPR)

You have the right to have the processing of your personal data restricted in the following cases:

- if you have contested the correctness of your personal data, you can request that we do not use your data for the duration of verification of the accuracy and thus restrict its processing.
- In the event of unlawful data processing, you can request the restriction of data use instead of data deletion.
- If you need your personal data to assert, exercise or defend legal claims, you can request that we restrict the processing to legal prosecution purposes.
- If you have objected to data processing (according to Art. 21 (1) GDPR, see under 5.g)) and it is not yet certain whether our interests in processing outweigh your interests, you can request that your data is not used for other purposes and thus its processing is restricted for the duration of the verification.

The processing of personal data, which has been restricted at your request, may - subject to storage - can only take place

- with your consent,
- to assert, exercise or defend legal claims,
- to protect the rights of other natural or legal persons,
- for reasons of important public interests.

If a processing restriction is lifted, you will be informed in advance.

e) Right to data portability (according to Article 20 GDPR)

You have the right to request the data that you have provided to us in a common electronic format (e.g. as a PDF or Excel document).

You can also ask us to transfer this data directly to another company (determined by you) if this is technically possible for us.

The prerequisite for you to have this right is that the processing is based on consent or happens for the execution of a contract and is carried out by means of automated procedures. The exercise of the right to data portability must not impair the rights and freedoms of other people.

If you use the right to data portability, you continue to have the right to deletion in accordance with Article 17 GDPR.

f) Right to object to certain data processing

If your data is processed to perform tasks in the public interest or to pursue legitimate interests, you can object to this processing. You must provide the reasons for your objection that arise from your particular situation. This can be, for example, special family circumstances or confidentiality interests worthy of protection.

In the event of an objection, we must refrain from further data processing for the stated purposes, unless

- there are compelling reasons worthy of protection for processing that outweigh your interests, rights and freedoms;
- the processing is necessary to assert, exercise or defend legal claims.

You can object the use of your data for direct marketing purposes at any time; this also applies to profiling insofar as it is related to direct advertising. In the event of an objection, we may no longer use your data for the purpose of direct advertising.

g) Prohibition of automated decisions / profiling (according to Article 22 GDPR)

Decisions by us that have legal consequences for you or that significantly affect you may not be based solely on automated processing of personal data. This also includes profiling. This prohibition does not apply as far as the automated decision

- is necessary for the conclusion or performance of a contract with you;
- is permitted by law if these legal provisions contain appropriate measures to protect your rights and freedoms as well as your legitimate interests, or
- takes place with your explicit consent.

Decisions based exclusively on automated processing of special categories of personal data (= sensitive data) are only permitted if they are based on

- your explicit consent,
- a legitimate public interest in processing,
- and appropriate measures have been taken to protect your rights and freedoms and your legitimate interests.

h) Exercise of data subject rights

To exercise the rights of the data subjects, please contact the office mentioned under point 3.b). Inquiries that are submitted electronically are usually answered electronically. The information, notifications and measures to be made available under the GDPR, including the exercise of data subject rights are generally provided free of charge. Only in the case of manifestly unfounded or excessive applications are we entitled to charge

a reasonable fee for processing or to refrain from taking action (according to Article 12 (5) GDPR).

If there are reasonable doubts about your identity, we may request additional information from you for the purpose of identification. If we are unable to identify you, we are entitled to refuse the processing of your request. If possible, we will separately notify you of any missing possibility for identification (according to Article 12 (6) and Article 11 GDPR).

Requests for information are usually processed immediately within one month of receipt of the request. The deadline can be extended for further two months if this is necessary considering the complexity and / or the number of requests; in the event of a deadline extension, we will inform you about the reasons for the delay within one month of receiving your request. If we do not act on an application, we will inform you about the reasons immediately within one month of receipt of the application, and inform you on the possibility to lodge a complaint with a supervisory authority or to take legal action (see Article 12 (3) and (4) GDPR).

Please note that the obligations and rights under Article 12 to 22, and Articles 34 and 5, insofar as its provisions correspond to the rights and obligations provided for in Articles 12 to 22, can be restricted by means of legislative measures by the European Union or member state legislation to which we are subject (in accordance with Article 23 GDPR).