

# General privacy policy

(Information on the processing of personal data according to Art. 13,14 DSGVO)

We take the protection of your personal data very seriously and treat your personal data confidentially and in accordance with the statutory data protection regulations. This data protection declaration informs you about the details.

## 1. Responsible processor

TEBIT GmbH & Co KG - The Medical Group  
Zum Schnüffel 6  
58540 Meinerzhagen  
Phone: 02354-9295-0  
Fax: 02354-9295-94  
E-mail: info@tebit.de

## 2. Data Protection Officers of the Processors Responsible

gds - Gesellschaft für Datenschutz Mittelhessen mbH  
Henning Welz  
Auf der Appeling 8  
35043 Marburg  
+49 6421 80413-10  
datenschutz@gdsm.de

## 3. Processing processes:

### 3.1. Data protection in the context of the implementation of pre-contractual measures or for the fulfilment of a contract

#### 3.1.1. Type of data

Relevant personal data we process are:

- Personal master data (name, address and other contact details)
- Communication data (for example, telephone, e-mail)
- Contract master data (contractual relationship, product or contractual interest)
- Customer history
- Contract billing and payment data
- Planning and control data

#### 3.1.2. Purposes and legal basis of the processing

We process your data for the purpose of handling an enquiry from you or a contractual relationship with you (providing deliveries and services)

The processing of your personal data takes place:

- for the fulfilment of a contract with you or for the implementation of pre-contractual measures that take place at the request of the data subject (Art. 6 para. 1 lit. b DSGVO)
- If the scope of the processing goes beyond this, we will ask you for consent (Art. 6 para. 1 lit. a DSGVO)

### **3.1.3. Sources**

We only process personal data that we receive from you directly or from another person (for example a colleague) as part of your enquiry or a contractual relationship with you.

In addition, where necessary, we process personal data that we legitimately receive from third parties (for example, from courts, authorities, agencies or insurance companies).

### **3.1.4. Recipients of personal data**

In the course of processing, your data will be transferred to specialist departments within our company as well as within our group or within affiliated companies, in individual cases to group subsidiaries, distributors or affiliated companies in third countries.

Furthermore, data may be transferred outside our company to customers, suppliers, distributors, authorities, banks, service providers such as service data centres and remote maintenance.

If data is transferred to third countries, the transfer is either permitted by a condition of Art. 49 (1) and (2) EU GDPR based on your informed consent or based on a contract / a pre-contractual measure at the request of the data subject, or we have guarantees for the processing of your data in the third countries in accordance with data protection (Art. 46 (2) & (3) GDPR).

### **3.1.5. Storage**

The data is stored at least for the duration of the business relationship (for example, your enquiry / for the duration of the contractual relationship). In most cases, we are bound by the legally prescribed retention periods. After expiry of this maximum storage period, your data will be deleted if there is no other important reason to the contrary.

## **3.2. Data protection in the context of marketing**

### **3.2.1. Type of data**

Relevant personal data we process are:

- Personal master data (name, address and other contact details)
- Communication data (for example, telephone, e-mail)
- Information (from third parties, for example credit agencies, or from public directories)
- Log data, to ensure the security of the IT systems

### **3.2.2. Purposes and legal basis of the processing**

We process your data within the framework of existing customer relationships if we wish to inform you about similar goods or services or if we have received your consent to do so.

- The processing is therefore carried out either on the basis of legitimate interest (Art. 6 para. 1 lit. f GDPR),
- for the performance of a contract with you or for the implementation of pre-contractual measures, which are carried out at the request of the data subject (Art. 6 para. 1 lit. b GDPR) or
- on the basis of your consent (Art. 6 para. 1 lit. a GDPR).

In any case, the processing of your personal data will be carried out in accordance with the provisions of Section 7 (3) of the German Unfair Competition Act (UWG).

### **3.2.3. Sources**

We only process personal data that we receive directly from you as part of your enquiry or a contractual relationship with you.

### **3.2.4. Recipients of personal data**

In the course of processing, your data will be transferred to specialist departments within our company as well as within our group or to affiliated companies, in individual cases to group subsidiaries, distributors or affiliated companies in third countries.

Furthermore, data may be transferred outside our company to service providers such as service data centres and marketing agencies.

If data is transferred to third countries, the transfer is either permitted by a condition of Art. 49 (1) and (2) EU GDPR based on your informed consent or based on a contract / a pre-contractual measure at the request of the data subject, or we have guarantees for the processing of your data in the third countries in accordance with data protection (Art. 46 (2) & (3) GDPR).

### **3.2.5. Storage**

The data is stored at least for the duration of the business relationship (for example, your enquiry / for the duration of the contractual relationship). In most cases, we are bound by the legally prescribed retention periods. After expiry of this maximum storage period, your data will be deleted if there is no other important reason to the contrary.

## **3.3. Data protection in the context of online events**

### **3.3.1. Type of data**

Relevant personal data we process are:

- Personal master data (name, address and other contact details)
- Communication data (for example, telephone, e-mail)

- Log data, to ensure the security of the IT systems
- Participation data
- Registration data

### **3.3.2. Purposes and legal basis of the processing**

We process your data in the context of existing and prospective customer relationships when we give you the opportunity to register for an online event.

The processing is therefore carried out either on the basis of legitimate interest (Art. 6 para. 1 lit. f GDPR) or

- for the performance of a contract with you or for the implementation of pre-contractual measures, which are carried out at the request of the data subject (Art. 6 para. 1 lit. b GDPR) or
- on the basis of your consent (Art. 6 para. 1 lit. a GDPR).

### **3.3.3. Sources**

We only process personal data that we receive directly from you as part of your registration or a contractual relationship with you.

### **3.3.4. Recipients of personal data**

Your data will be transferred to specialist departments within our company as part of the processing.

Furthermore, data may be transferred outside our company to service providers such as service data centres.

If data is transferred to third countries, the transfer is either permitted by a condition of Art. 49 (1) and (2) EU GDPR based on your informed consent or based on a contract / a pre-contractual measure at the request of the data subject, or we have guarantees for the processing of your data in the third countries in accordance with data protection (Art. 46 (2) & (3) GDPR).

### **3.3.5. Storage**

The data is stored at least until the purpose is fulfilled (participation in the online event) or, in the case of consent, until the purpose of the consent expires. After expiry of this maximum storage period, your data will be deleted if there is no other important reason to the contrary.

## **3.4. Data protection in the context of correspondence**

We would like to point out that the data transmission during communication by e-mail security gaps and the transmission is usually only encrypted during transport. If you do not want this, more powerful encryption methods must be used.

### **3.4.1. Type of data**

Relevant personal data we process are:

- Personal master data (name, address and other contact details)

- Communication data (for example, telephone, e-mail)

Furthermore, all data that are the content of the communication, which can be the following, among others:

- Contract master data (contractual relationship, product or contractual interest)
- Customer history
- Contract billing and payment data
- Planning and control data

### **3.4.2. Purposes and legal basis of the processing**

We process your data within the framework of the legal basis in the correspondence. This can be, for example, an enquiry, an order, project reference or similar.

The processing therefore takes place either

- on the basis of legitimate interest (Art. 6 para. 1 lit. f GDPR),
- for the performance of a contract with you or for the implementation of pre-contractual measures, which are carried out at the request of the data subject (Art. 6 para. 1 lit. b GDPR) or
- on the basis of your (possibly implied) consent (Art. 6 para. 1 lit. a GDPR).

### **3.4.3. Sources**

We only process personal data that we receive in the course of correspondence.

### **3.4.4. Recipients of personal data**

In the course of processing, your data will be transferred to specialist departments within our company as well as within our group or to affiliated companies, in individual cases to group subsidiaries, distributors or affiliated companies in third countries.

Furthermore, data may be transferred outside our company to service providers such as service data centres and marketing agencies.

If data is transferred to third countries, the transfer is either permitted by a condition of Art. 49 (1) and (2) EU GDPR based on your informed consent or based on a contract / a pre-contractual measure at the request of the data subject, or we have guarantees for the processing of your data in the third countries in accordance with data protection (Art. 46 (2) & (3) GDPR).

### **3.4.5. Storage**

The data is stored at least for the duration of the business relationship (for example, your enquiry / for the duration of the contractual relationship). In most cases, we are bound by the legally prescribed retention periods. After expiry of this maximum storage period, your data will be deleted if there is no other important reason to the contrary.

### **3.5. Data protection in the context of job applications**

We process all data that you provide to us as part of an application.

#### **3.5.1. Type of data**

Relevant personal data we process are:

- Personal master data (name, address and other contact details)
- Communication data (for example, telephone, e-mail)
- Qualification data
- Curriculum vitae data
- If applicable, special categories of personal data (religion, trade union membership)
- Other data contained in your application
- Dates

#### **3.5.2. Purposes and legal basis of the processing**

We process your data as part of the application process in preparation for your contractual relationship with us.

The processing therefore takes place either

- for the implementation of pre-contractual measures, which are carried out at the request of the data subject (Art. 6 para. 1 lit. b GDPR in conjunction with Art. 88 GDPR in conjunction with § 26 BDSG)

#### **3.5.3. Sources**

We only process personal data that we receive as part of your application.

#### **3.5.4. Recipients of personal data**

In the course of processing, your data will be transferred to specialist departments within our company and, under certain circumstances, within our group or to affiliated companies.

#### **3.5.5. Storage**

After completion of the application process, your data will be stored either for the duration of your employment contract or, if your application is unsuccessful, for 6 months after rejection. If we would like to store your data for longer, we will ask you for your consent. After this maximum storage period has expired, your data will be deleted. The metadata of the application will be stored for a further 3 years.

### **4. Rights of the data subjects**

The following rights arise for you from the processing of your personal data by the responsible processor:

- The right of access (if we process personal data about you, we will provide you with information about the exact circumstances on request)
- The right to erasure of data (in certain circumstances, which may need to be clarified).
- The right to be forgotten (if data has been transmitted, we must request the recipient to delete it)
- The right to data portability (if you wish, we must transfer the data to a third party in a machine-readable form)
- The right to rectify the category of data (if it is not correct)
- The right to object to the processing activity (in certain circumstances, which may need to be clarified).
- The right to rectification if the data is incorrect.
- The right to complain to the supervisory authority. (Complaints are accepted by the supervisory authority responsible for you within the framework of the so-called "one-stop-shop" principle. This is either the supervisory authority of your country or, in the Federal Republic of Germany, of your federal state. You can find a list by federal state here: [https://www.datenschutz-wiki.de/Aufsichtsbehörden\\_und\\_Landesdatenschutzbeauftragte](https://www.datenschutz-wiki.de/Aufsichtsbehörden_und_Landesdatenschutzbeauftragte))

## **5. Reasons for the provision**

Within the scope of our business relationship, you only have to provide us with the personal data that is necessary for the processing of the legal transaction. In case of non-provision, a business relationship is not possible.

## **6. Other**

There is no automated decision-making. Likewise, we do not process your data with the aim of evaluating certain personal aspects (profiling).