

Data Protection Notice

Dear customer,

with this data protection notice we would like to inform you about the processing of your personal data by Möhlenhoff GmbH as well as the rights you are entitled to as a data subject under the new EU General Data Protection Regulation (GDPR) and the new Federal Data Protection Act (BDSG) as of 25 May 2018.

Responsible for the processing of your personal data

Möhlenhoff GmbH
Museumstraße 54a
DE- 38229 Salzgitter
+49 5341 8475 0
+49 5341 8475 999
kontakt@moehlenhoff.de

Data protection officer

You can contact our data protection officer at:

c/o Anna Bauer
BEL NET GmbH
Christian-Pommer-Straße 23
38112 Braunschweig
or by mail to: datenschutz@moehlenhoff.de

Purposes and legal basis of data processing

We process your personal data exclusively in accordance with the legal requirements of the EU General Data Protection Regulation (GDPR), the new Federal Data Protection Act (BDSG) and any relevant sector-specific laws. Therefore, we only process your data if there is a contractual basis for this, if you have given us your consent to process the data or if a law permits or obliges us to process your data.

Data processing for the purpose of fulfilling a contract or implementing pre-contractual measures

We process your personal data, which you have given us on the master data sheet, your order or other communication channels, as far as this is necessary for the conclusion of the contract, the execution of the contract and the termination of the contractual relationship. In addition to the data of the service or goods ordered by you, this includes your first name, your last name, your customer number and your billing and delivery address.

In order to enable you to process the contract properly and to be able to contact you as quickly as possible, for example in the event of queries or problems, we will also process your address and/or your telephone or mobile phone number and/or your e-mail address, as well as the reason for contacting us, provided you have given us this information for this purpose.

The legal basis for data processing for the fulfilment of a contract and the implementation of pre-contractual measures is generally Art. 6 para. 1 subpara. b GDPR.

Data processing for the purpose of safeguarding the legitimate interests of the data controller or a third party

We also process your data insofar as this is necessary to protect our legitimate interests or the legitimate interests of a third party. Processing carried out by us on the basis of a legitimate interest regularly includes direct advertising for our own products, the compilation of internal statistics, the investigation of criminal offences, and measures to ensure the proper operation of our IT infrastructure.

The legal basis for data processing to safeguard the legitimate interests of the data controller or a third party is Art. 6 para. 1 subpara. f GDPR.

Data processing for the fulfilment of a legal obligation

We also process your data insofar as this is necessary to fulfil a legal obligation to which we are subject. The obligations to be fulfilled by us include in particular the obligations to retain data under tax and commercial law.

The legal basis for processing for the fulfilment of a legal obligation is Art. 6 para. 1 subpara. c GDPR in conjunction with the relevant legal norm.

Data processing on the basis of consent and for other purposes

We may also process your personal data if you have given your express consent (cf. Art. 6 para. 1 subpara. a GDPR). In these cases, we make additional data protection information available to you separately as a part of the consent procedure. You can revoke your consent at any time under the above-mentioned contact data.

If we process your personal data in the future for other purposes not listed in this data protection notice, we will inform you of this separately in accordance with the legal requirements, if necessary.

Categories of recipients of personal data

Data processing in the group of companies

Within the framework of our administrative activities and the execution of the contract, it may become necessary for us to transfer your personal data to the entity in our group of companies which is responsible for the respective data processing task. The following data is passed on to perform the following tasks: Data of the service or goods ordered by you, your first name, your last name, your customer number and your billing and delivery address.

External service providers

Our external service providers who carry out data processing on our behalf are contractually obliged to treat the personal data in accordance with the applicable regulations within the scope of Art. 28 GDPR. As far as these companies come into contact with your personal data, we have ensured through legal, technical and organisational measures, as well as through regular controls, that these comply with the regulations of the data protection laws. We currently use the following types of service providers to process your data: Parcel services and express service providers, freight forwarders, IT consultants, printing shops.

Government bodies

We may make your personal data available to the authorities if this is necessary within the framework of our statutory notification obligations.

Data transfer to a third country

In principle, we do not transfer your personal data to a third country or to an international organization outside the European Economic Area (EEA). Should we make such a transfer in individual cases, this will only be done to third countries for which an adequacy decision has been taken by the European Commission or whose data protection level has been confirmed by suitable or appropriate guarantees (e. g. binding corporate rules or EU standard contractual clauses).

Duration of data storage

We store your personal data only for the duration for which this is required for the purposes mentioned above and for the period in which we can potentially expect to assert legal claims against us. The statutory limitation period for such claims can be between three and thirty years in individual cases.

In addition, we store your personal data insofar as we are obliged to do so within the framework of the statutory evidence and retention obligations (e. g. in accordance with the Commercial Code, Tax Code or Money Laundering Act). The legal retention periods can be up to ten years. Furthermore, in exceptional cases there may be special evidence obligations which make it necessary to keep your personal data for a longer period of time.

Rights of data subjects

As the data subject, you have the following rights towards us pursuant to Art. 15 et seq. GDPR:

Right to access to information

You have the right to request information from us as to whether we process personal data relating to you. If this is the case, you have the right to request information about this personal data from us.

Right to correction

You have the right to ask us to correct any inaccurate personal data relating to you.

Right to deletion

In certain cases, you have the right to demand that we delete personal data relating to you without delay.

Right to limitation of processing

In certain cases you have the right to require us to limit the processing.

Right to data transferability

You have the right to receive from us the personal data relating to you that you have provided to us, in a structured, current and machine-readable format.

Right of opposition to the processing

You have the right to object at any time to the processing of personal data relating to you on the basis of Article 6, para. (1) subpara. (e) or (f) GDPR for reasons arising from your particular situation. If we use your data for direct advertising, you can object to this at any time.

Right of revocation

If you have given us your consent to the use of personal data, you can revoke this at any time.

Data protection supervisory authority

In addition, you have the opportunity to complain to the data protection supervisory authority about our data processing of personal data. The competent data protection supervisory authority is:

The State Commissioner for Data Protection of Lower Saxony
Prinzenstraße 5
30159 Hanover, Germany

Should you have any further questions or comments, please do not hesitate to contact us or our data protection officer.

Date: 24 May 2018