

# Obligations to provide information pursuant to article 13 GDPR

## Information we wish to share

The new European General Data Protection Regulation requires us to inform you how we process the personal data you provide. We will provide this information in individual cases to the extent possible, e.g. if you conclude a contract with us or subscribe to our newsletter. To provide you with as much information as possible about when and why we process your personal data and your rights as a data subject, we have summarized the most important scenarios for you below. Please don't hesitate to contact us if you have any further questions. Contact information along with other obligations to provide information pursuant to article 13 GDPR are outlined in the following.

### Data Controller

Vitrulan Holding GmbH  
Vitrulan Textile Glass GmbH  
Vitrulan Technical Textiles GmbH  
V4heat GmbH  
Vitrulan Composites Oy  
represented by Managing Director Ralf Barthmann  
Bernecker Straße 8  
95509 Marktschorgast/Germany  
Phone +49 9227 77 0  
Email: info@vitrulan.com

### Contact information Data Protection Officer

Data Protection Officer  
Vitrulan Holding GmbH  
Bernecker Straße 8  
95509 Marktschorgast/Germany  
Email: datenschutz@vitrulan.com

## 1. Purposes of data processing and legal bases

There are many individual reasons for you to contact us or us to contact you; the same applies to the corresponding data that is transferred and processed. We have put together some of the most typical scenarios and reasons for you here and listed the generally applicable data categories and corresponding legal basis. We will inform you of any reasons not outlined here at the time the data is collected (see table p. 2).

## 2. Duration of storage

The data is deleted when it is no longer required to achieve the intended purpose. Legislature has passed many, very different statutory requirements that we must comply with. Therefore, the data will be deleted immediately once the relevant deadlines have elapsed.

## 3. Recipients

We generally only process the above-mentioned data in-house and make it available for access solely by the responsible specialist departments. Since we do not perform all of the services ourselves, we take advantage of various service providers/suppliers, with whom we have arranged respective contractual agreements to protect your data. Additional recipients may include government authorities, for example, with whom we are required to share information in line with statutory obligations.

We use service providers for the following purposes, among others:

- Carrying out print orders
- Marketing campaigns
- Data processing service support and maintenance
- Website hosting

## 4. Objection, revocation and elimination options

You have the right to object to the processing of your data for specific purposes. You may submit your objections using the contact information provided above. Naturally, whenever your data is processed with your consent, you have the right to revoke your consent to the processing of personal data at any time with effect for the future. If no other information is specified, you may direct your revocation to the address or email addresses listed above.

## 5. Rights of the data subject

As a data subject, you have the following rights regarding the personal data we process:  
right of access, rectification or deletion; right of restriction of processing; right to object to processing and right of data portability. In addition, you have the right to lodge a complaint with a supervisory authority.

## 6. Further information

You will find additional information on data protection on our webpages.

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Typical purposes (examples)	Proc. data categories	Legal basis	Deletion
<ul style="list-style-type: none"> <li>- All of the aspects related to your contract as a customer or supplier, including questions, complaints</li> <li>- Purchase of goods or services</li> </ul>	Last name, first name, electronic contact data, e.g. email address, phone number	Entering into or performance of a contract: Art. 6(1)(b) GDPR	Immediately once the purpose has been fulfilled (completion) or at the end of the subsequent retention period
<ul style="list-style-type: none"> <li>- Newsletter subscription (email/print)</li> <li>- Advertising via email</li> <li>- Publication of photos</li> <li>- Conducting online surveys</li> </ul>	Email address/postal address, last name, first name, basis for consent	Consent: Art. 6(1)(a) GDPR	Immediately following withdrawal of consent
<ul style="list-style-type: none"> <li>- Archiving of contract and booking information in accordance with statutory requirements</li> </ul>	All types of data that we are required to store, e.g. payments received from persons, business transactions	Compliance with legal obligations: Art. 6(1)(c) GDPR	Immediately once the purpose has been fulfilled (completion) or at the end of the subsequent retention period
<ul style="list-style-type: none"> <li>- Processing of personal data in IT systems for communication, order and project management purposes, e.g. Outlook, CRM</li> </ul>	Contact data and transaction-related data of customers, suppliers and project partners	Safeguarding legitimate interests: Art. 6(1)(f) GDPR	Immediately once the purpose has been fulfilled (completion) or at the end of the subsequent retention period
<ul style="list-style-type: none"> <li>- Analysis for statistical purposes, also using pseudonymization and anonymization</li> </ul>	Processed data corresponds to the originally processed information in addition to compressed analysis data		
<ul style="list-style-type: none"> <li>- Advertising via mail</li> </ul>	Name and address, promoted item		
<ul style="list-style-type: none"> <li>- Video/photo reports on events</li> </ul>	Images and video footage containing identifiable faces		
<ul style="list-style-type: none"> <li>- Forwarding business transactions for collection</li> <li>- Conducting online surveys</li> </ul>	Required payment information from the original business transaction	Change in purpose that can be reconciled with the original purpose: Art. 6(4) GDPR	Immediately once the purpose has been fulfilled (completion) or at the end of the subsequent retention period