

Information letter Art. 13, Art. 14 GDPR



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Information on the processing of personal data by igus

When you contact igus or igus contacts you, we process your personal data to the extent necessary. We have compiled information for you below that concerns the protection of your personal data and your rights.

Responsibilities

The data controller responsible for data processing is:

Company	igus® GmbH
Address	Spicher Str. 1a D-51147 Cologne
E-mail	de-data-protection-coordinator@igus.net
Phone	+49 2203 9649 0

You can reach the data protection officer at:

Name	Markus Strauss
E-mail	de-data-protection@igus.net

Purposes and legal basis of data processing

We process your personal data to the extent necessary to perform a contract and for customer service (Art. 6(1)(b) GDPR), to process contact enquiries (Art. 6(1)(f) GDPR) and for any advertising purposes for our own services (Art. 6(1)(f) GDPR). It is our legitimate interest to process your contact enquiries and to conduct direct marketing.

Recipients and storage period

Depending on the type of contact made, we may pass on your personal data to external service providers whom we have retained for processing. After processing your enquiry, your personal data will be stored in accordance with the relevant storage obligations under tax and commercial law and then erased. Accounting documents are stored for a full 10 years in accordance with Sec. 147 of the German Fiscal Code (AO), business documents are stored for a full 6 years in accordance with Sec. 257 of the German Commercial Code (HGB).

Your rights

To exercise your rights of access, right to rectification, erasure, restriction of processing and data portability in accordance with Art. 15 to Art. 20 GDPR, please advise us that you wish to do so by using the contact information provided above. If we process your personal data on the basis of your consent, you have the right to **withdraw your consent for data processing at any time in the future** (Art. 7(3) GDPR). **Please contact us by using the contact information provided above.**

Processing data for marketing purposes

You can object to the processing of your personal data for marketing purposes at any time (Art. 21(2) GDPR); please advise us by using the contact information provided above.

You also have the right to lodge a complaint with a data protection authority in accordance with Art. 77 GDPR if you believe that we are not processing your personal data in accordance with the General Data Protection Regulation. The address of the data protection authority is:

Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen

Postfach 20 04 44

40102 Düsseldorf

E-mail: poststelle@ldi.nrw.de