

Data protection information

according to Art. 13 para. 3 GDPR



Principles of data processing

In the context of this business relationship, your personal data will be processed by the controller and stored for the period required to fulfil the specified purposes and legal obligations. In the following, we will inform you about what data is involved, how it is processed and what rights you are entitled to in this regard, in particular with regard to the General Data Protection Regulation (GDPR).

Who is responsible for data processing?

The controller within the meaning of data protection law is

Kontron Solar GmbH

Mammostraße 1

87700 Memmingen

+49 (0) 8331 85 58-0

info@kontron-solar.com

You will find further information about our company, details of the authorised representatives and other contact options in the legal notice on our website: <https://www.kontron-solar.com>

Our data protection officer:

We have appointed a data protection officer in our company. You can reach him under the following contact options:

IDKOM Networks GmbH – Data protection officer, Dieselstraße 1, 87437 Kempten

Thomas Hug, E-Mail: datenschutz@idkom.de, telephone: 0831/59090-400

Which of your data do we process? And for what purposes?

We only process personal data that is required to fulfil the specified purposes and legal obligations. This may include the following categories:

- Contact information such as title, first name, surname, address, email address, telephone numbers
- Other information such as access data, IP address or payment data

If we have received data from you, we will only process it for the purposes for which we received or collected it, e.g.

- to fulfil the contract and to process the contract
- for correspondence with you
- to fulfil legal and statutory obligations
- to safeguard legitimate interests
- to process any existing mutual settlements

Data processing for other purposes will only be considered if the necessary legal requirements pursuant to Art. 6 (4) GDPR are met. In this case, we will of course comply with any information obligations pursuant to Art. 13 para. 3 GDPR and Art. 14 para. 4 GDPR.

Source of the data

We process personal data that we receive from you in the context of establishing contact or establishing a contractual relationship or in the context of pre-contractual measures.

What is the legal basis for this?

The legal basis for the processing of personal data is generally - unless there are specific legal provisions - Art. 6 GDPR. The following possibilities in particular come into consideration here:

- Consent (Article 6(1)(a) GDPR)
- Data processing for the fulfilment of contracts (Art. 6 para. 1 lit. b) GDPR)
- Data processing is necessary in particular to ensure the completeness and accuracy of the data and its digitisation and to be able to perform the contract.
- Data processing on the basis of a balancing of interests (Art. 6 para. 1 lit. f) GDPR)
- Data processing is necessary in particular to ensure and optimise informed decisions by the parties involved in your interest and to ensure a permanently high quality and uniformity of customer advice by the controller
- Data processing is necessary in particular to ensure the completeness and accuracy of tax data in accordance with the German Fiscal Code, the German Commercial Code and the German Commercial Code.

If personal data is processed on the basis of your consent, you have the right to withdraw your consent from us at any time with effect for the future. If we process data on the basis of a balancing of interests, you as the data subject have the right to object to the processing of personal data, taking into account the provisions of Art. 21 GDPR.

How long will the data be stored?

We process the data for as long as this is necessary for the respective purpose. Insofar as statutory retention obligations exist - e.g. under commercial law or tax law - the personal data concerned will be stored for the duration of the retention obligation (10 years). After expiry of the retention obligation, a check is carried out to determine whether there is any further need for processing. If there is no longer a need, the data will be deleted. The general storage period for personal data may exceptionally be up to 30 years if this is necessary for the assertion, exercise or defence of legal claims.

Of course, you can request information about the personal data we have stored about you at any time (see below) and, if it is not necessary, request that the data be deleted or processing be restricted.

To which recipients is the data passed on?

Your personal data will only be passed on to third parties if this is necessary for the execution of the contract with you, if the transfer is permissible on the basis of a weighing of interests within the meaning of Art. 6 para. 1 lit. f) GDPR, if we are legally obliged to pass on the data or if you have given your consent in this respect.

Creditreform

Our company regularly checks your creditworthiness when contracts are concluded and in certain cases where there is a legitimate interest. For this purpose, we work together with Creditreform (Kempten, Creditreform Kempten/Allgäu Winterstein KG, Dieselstraße 3, 87437 Kempten), from whom we receive the necessary data. For this purpose, we transmit your name and contact details to Creditreform. Further information on data processing at Creditreform can be found in the detailed Creditreform information sheet in accordance with Art. 14 EU GDPR or at www.creditreform-ORT.de/EU-DSGVO

Transfer of personal data to a third country

There are no plans to transfer your personal data to a third country or an international organisation, unless this is necessary for the performance of the contract with you. If required by law, you will be informed of the details separately.

Where is the data processed?

The data is stored and processed in data processing systems. The technical installation is designed in such a way that only a narrowly defined group of specially authorised persons is authorised to access the data and any other access or knowledge of the data is excluded according to the state of the art.

Microsoft Office 365

As a collaboration tool, we use Office 365 from Microsoft, One Microsoft Place, South County Business Park, Leopardstown, Dublin 18, D18 P521, Ireland.

We use the Exchange Server for e-mail correspondence with you and, if necessary, other tools from the package to work with you and exchange information / data. The processing is based on a contractual or pre-contractual measure in accordance with Art. 6 (1) lit. b. The data is stored in accordance with the statutory retention obligations.

In the case of surveys or other forms of data exchange, the legal basis is based on your consent in accordance with Art. 6 (1) lit. a. You can revoke this consent at any time. The legality of the data processing operations that have already taken place remains unaffected by the cancellation.

The data will not be passed on unless this is required by the contractual relationship or has been agreed with you.

Audio and video conferencing

Data processing

We use online conferencing tools, among others, to communicate with our customers. The individual tools we use are listed below. If you communicate with us by video or audio conference via the Internet, your personal data will be collected and processed by us and the provider of the respective conference tool.

The conference tools collect all data that you provide/enter to use the tools (email address and/or your telephone number). The conference tools also process the duration of the conference, the start and end (time) of participation in the conference, the number of participants and other "contextual information" in connection with the communication process (metadata).

Furthermore, the provider of the tool processes all technical data required to handle online communication. This includes, in particular, IP addresses, MAC addresses, device IDs, device type, operating system type and version, client version, camera type, microphone or loudspeaker and the type of connection.

If content is exchanged, uploaded or provided in any other way within the tool, it is also stored on the tool provider's servers. Such content includes, in particular, cloud recordings, chat/instant messages, voicemails, uploaded photos and videos, files, whiteboards and other information that is shared while using the service.

Please note that we do not have full control over the data processing operations of the tools used. Our options are largely determined by the company policy of the respective provider. Further information on data processing by the conference tools can be found in the data protection declarations of the tools used, which we have listed below this text.

Purpose and legal basis

The conference tools are used to communicate with prospective or existing contractual partners or to offer certain services to our customers (Art. 6 para. 1 sentence 1 lit. b GDPR). Furthermore, the use of the tools serves the general simplification and acceleration of communication with us or our company (legitimate interest within the meaning of Art. 6 para. 1 lit. f GDPR). If consent has been requested, the tools in question are used on the basis of this consent; consent can be withdrawn at any time with effect for the future.

Storage duration

The data collected directly by us via the video and conference tools will be deleted from our systems as soon as you ask us to delete it, revoke your consent to storage or the purpose for data storage no longer applies. Stored cookies remain on your end device until you delete them. Mandatory statutory retention periods remain unaffected. We have no influence on the

storage period of your data that is stored by the operators of the conference tools for their own purposes. For details, please contact the operators of the conference tools directly.

Conference tools used

We use the following conference tools:

Microsoft Teams

We use Microsoft Teams. The provider is Microsoft Corporation, One Microsoft Way, Redmond, WA 98052-6399, USA. Details on data processing can be found in the Microsoft Teams privacy policy:

<https://privacy.microsoft.com/de-de/privacystatement>

Conclusion of a contract for order processing

We have concluded an order processing contract with the provider of Microsoft Teams and fully implement the strict requirements of the German data protection authorities when using Microsoft Teams.

Your rights as a "data subject" - you have the right:

- In accordance with Art. 15 GDPR, you have the right to information about your personal data processed by us. In particular, you can request information about the processing purposes, the category of personal data, the categories of recipients to whom your data has been or will be disclosed, the planned storage period, the existence of a right to rectification, erasure, restriction of processing or objection, the existence of a right to lodge a complaint, the origin of your data if it was not collected by the controller, as well as the existence of automated decision-making including profiling and, if applicable, meaningful information on its details;
- in accordance with Art. 16 GDPR, to immediately request the correction of incorrect or incomplete personal data stored by the controller;
- in accordance with Art. 17 GDPR, to demand the erasure of your personal data stored by the controller, unless the processing is necessary for exercising the right of freedom of expression and information, for compliance with a legal obligation, for reasons of public interest or for the establishment, exercise or defence of legal claims;
- in accordance with Art. 18 GDPR, to demand the restriction of the processing of your personal data if the accuracy of the data is disputed by you, if the processing is unlawful but you refuse to delete it, if the controller no longer needs the data but you need it for the assertion, exercise or defence of legal claims or if you have lodged an objection to the processing in accordance with Art. 21 GDPR;
- in accordance with Art. 20 GDPR, to receive your personal data that you have provided to the controller in a structured, commonly used and machine-readable format or to request that it be transmitted to another controller;
- in accordance with Art. 7 para. 3 GDPR, to withdraw your consent once given to the controller at any time. The consequence of this is that the controller may no longer continue the data processing that was based exclusively on this consent in the future, and
- to lodge a complaint with a supervisory authority in accordance with Art. 77 GDPR. As a rule, you can contact the supervisory authority of your usual place of residence or workplace or our company headquarters.

In the case of a request for information that is not made in writing, we ask for your understanding that we may then require proof from you that you are the person you claim to be.

Right to object: In particular, you have the right to object to the processing of your data in connection with direct advertising in accordance with Art. 21 (1) and (2) GDPR if this is based on a balancing of interests.

Necessity of the provision of personal data

The provision of personal data for the decision on the conclusion of a contract, the fulfilment of a contract or for the implementation of pre-contractual measures is voluntary. However, we can only make a decision within the framework of contractual measures if you provide personal data that is necessary for the conclusion of the contract, the fulfilment of the contract or pre-contractual measures.

Automated decision making

In principle, we do not use fully automated decision-making in accordance with Art. 22 GDPR to establish, fulfil or implement the business relationship or for pre-contractual measures. Should we use these procedures in individual cases, we will inform you of this separately or obtain your consent if this is required by law.

Right of appeal

You have the right to complain to a data protection supervisory authority about the processing of personal data by us:

Bavarian State Office for Data Protection Supervision, Promenade 27, 91522 Ansbach

telephone 0981 531300, fax 0981 53981300, E-mail: poststelle@lda.bayern.de, Internet: www.lda.bayern.de