

## **Data protection information in accordance with Art. 13 European General Data Protection Regulation (GDPR) on the use of your personal data when handing over business cards**

This data protection information informs you about the processing of your personal data by Torqeedo GmbH (hereinafter also referred to as "Torqeedo"). According to Art. 4(1) GDPR, your personal data includes all information that relates or can be related to your person.

### **Collection of your personal data**

In the course of trade fair contacts and contacts with representatives of our company or for other reasons, we may receive business cards or contact information about you or your company from you, whereby we may collect the following categories of personal data

- Your last name and first name
- Your role in the company
- Your company address
- Further data in order to be able to contact you, such as telephone numbers, email addresses, etc.

### **Purposes of collection and processing, legal basis**

We receive this data from you in order to answer your enquiry or to fulfil your order accordingly. The legal basis for this data processing is Art. 6(1)(b) GDPR (contract performance, pre-contractual measures and obligations).

We receive this data from you because you want to be informed about our products and services. In these cases, we assume that you have consented to Torqeedo GmbH contacting you. The legal basis for this data processing is Art. 6(1)(a) GDPR (consent); alternatively, the legal basis is our legitimate interest in informing you about our products and services as laid down in Art. 6 (1)(f) GDPR.

### **Recipients of your personal data**

In order to process your enquiry, process your order or provide you with information about our products or services, we may use service providers who we have carefully selected with regard to data protection requirements and with whom legally effective contractual agreements on data protection have been concluded (Art. 28 GDPR).

### **Storage period**

We store your personal data until such time as the purpose has been fulfilled. We will then delete your data in compliance with the statutory storage regulations.

### **Your rights / rights of information, objection, erasure, rectification and complaint**

According to the European General Data Protection Regulation (GDPR) and the German Bundesdatenschutzgesetz (BDSG-neu) (federal data protection act), you have the right to free information about the data stored about you, its origin and

recipients, as well as the purpose of the data processing and, if applicable, the right to rectification, blocking, erasure or data portability of this data. To do so, simply contact our data protection contact listed at the end of this data protection declaration.

In case of complaints, you can contact our contact person for data protection or directly contact the competent supervisory authority.

### **Responsible for the processing of your personal data**

The competent and responsible body for the collection, processing and use of your personal data is:

TORQEEDO GMBH  
Management:  
Dr Alf-Joachim Harkort  
Dr Markus Müller  
Friedrichshafener Str. 4a  
82205 Gilching  
Germany  
Tel: +49 (0) 8153 9215 100  
Email: [datenschutz@torqeedo.com](mailto:datenschutz@torqeedo.com)  
Website: [www.torqeedo.com](http://www.torqeedo.com)

Your data will be stored and processed in our in-house IT systems. The technical installation is designed in such a way that only a narrowly defined group of specially authorised persons with a duty of confidentiality is authorised to access the data and that any other access or other knowledge of the data is excluded according to the state of the art.

### **Complaints about the processing of your personal data**

If you have any concerns or a question about the processing of your personal data and information, please feel free to contact us. However, you can also contact the company data protection officer or, in the event of complaints, the data protection supervisory authority using the contact details below.

### **Contact details of our Data Protection Officer:**

Mr Robert Schöttl, expert advisor for data protection and data security (GDD cert.)  
Tel. +49 (0) 8131 3333 220  
Fax +49 (0) 8131 3385 388  
Email: [datenschutz@torqeedo.com](mailto:datenschutz@torqeedo.com)

### **Competent supervisory authority for data protection**

Bayerisches Landesamt für Datenschutzaufsicht (BayLDA) (Bavarian state office for data protection supervision)  
Promenade 18  
91522 Ansbach

Phone: +49 (0) 981 180093-0  
Fax: +49 (0) 981 180093-800  
Email: [poststelle@lda.bayern.de](mailto:poststelle@lda.bayern.de)