

Data Protection Notice

The following data protection notice provides you with an overview of how we record and process your data.

The following information is intended to give you an overview of how we process your personal data and your rights as defined by data privacy laws.

The details of what data will be processed and which ways it will be used depend significantly on the services applied for or agreed upon.

1. Who is responsible for data processing and who can I contact?

The Data Controller is:

Deutsch-niederländische Zweckverband Euregio Rhein-Waal (German-Dutch Administration Union Euregio Rhine-Waal)
Emmericher Straße 24
47533 Kleve
Phone: +49-2821-79300
Fax: +49-2821-793030
Email: info@euregio.org
Website: www.euregio.org

You can reach our data protection officer at:

Concunia Wirtschaftsprüfungs- und Steuerberatungsgesellschaft mbH
Michael Schlottbom
Scharnhorststraße 2
48151 Münster
Phone: +49 251 322015-0
Fax: +49 251 322015-20
Email address: concunia-datenschutz@concunia.de

2. What is the purpose of data collection, processing or use?

The main purpose is the collection, processing and use of data for the fulfilment of statutory tasks as part of cross-border cooperation.

3. What do we process your data for (purpose of processing) and on what legal basis?

We process personal data in accordance with the provisions of the European General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG):

a) Based on your consent (Article 6(1)(a) GDPR)

As long as you have granted us consent to process your personal data for certain purposes, this processing is legal on the basis of your consent. Consent which has been given can be withdrawn at any time. This also applies to withdrawing your consent that was given to us before the GDPR came into force, i.e. before 25 May 2018.

Withdrawal of consent does not affect the legality of data processing performed prior to the consent being withdrawn.

b) For the fulfilment of contractual obligations (Article 6(1)(b) GDPR)

Personal data (Art. 4(2) GDPR) is processed to carry out contractual measures or to provide services as part of the business relationship with our customers as well as all activities required for the operation and administration.

4. Who receives my data?

It is our policy not to pass any of our contacts' personal data to third parties, unless it is mandatory due to legal regulations or necessary to fulfil the contract. In such cases, the person or persons affected will be informed if they are not already aware of it.

5. How long will my data be stored?

We process and store your personal information for as long as it is necessary to fulfil our contractual and legal obligations. It should be noted here that our business relationship is a long-term obligation, which is based on periods of years. Data no longer needed for the fulfilment of contractual or legal obligations will be deleted on a regular basis, unless their limited processing is necessary for the following purposes:

- Compliance with commercial and tax retention periods: these include the German Commercial Code (HGB), the German Tax Code (AO) and Dutch Commercial Code (Wetboek van Koophandel). The periods for retention and documentation are two to ten years.
- Preservation of evidence under the statute of limitations. Pursuant to Sections 195 et seq of the German Civil Code (BGB), these limitation periods can be up to 30 years, whereas the regular limitation period is three years. Likewise, the statute of limitations according to EUVO (five years after presentation of the proof of use) must be adhered to.

6. Is data transmitted to a third country or to an international organisation?

The transfer of data to countries outside the EU or EEA (third countries) is not planned.

7. What data protection rights do I have?

Every data subject has the right of **access** according to Article 15 of the GDPR, the right to **rectification** according to Article 16 of the GDPR, the right to **erasure** according to Article 17 of the GDPR, the right to **restrict processing** according to Article 18 of the GDPR, the right to **object** according to Article 21 of the GDPR, and the right to **data portability** according to Article 20 of the GDPR. With regard to the right to access and the right to deletion, the restrictions under Sections 34 and 35 of the German

Federal Data Protection Act (BDSG) apply. In addition, you have the right to raise a complaint with a competent data protection supervisory authority (Article 77 GDPR in conjunction with Section 19 of the German Federal Data Protection Act (BDSG)).

You can withdraw consent granted to us for the processing of your personal data at any time. This also applies to withdrawing consent granted to us before the GDPR came into force on 25 May 2018. Please note that the withdrawal only applies with future effect. Processing that had been carried out before notification of the withdrawal is not affected by the withdrawal.

8. Am I obliged to provide data?

The client or the data subject is obliged to provide all the personal data required to fulfil the contract and carry out the tasks as defined in the contract. It is the responsibility of the client to provide the contractor or the data controller only with the data required to fulfil the contract (minimum principle).

Right to object

Information about your right to object according to Article 21 GDPR

1. Individual right of objection

You have the right to object at any time, on grounds relating to your particular situation, to the processing of your personal data.

If you submit an objection, we will no longer process your personal data unless we can prove there are compelling legitimate reasons for the processing that outweigh your interests, rights, and freedoms, or that the processing serves the enforcement, exercise or defence of legal rights.

2. Right to object to the processing of data for direct marketing purposes

In individual cases, we process your personal data in order to conduct direct marketing. You have the right to object at any time to the processing of your personal data for the purpose of this type of direct marketing.

If you object to processing for the purpose of direct marketing, we will no longer process your personal data for this purpose.

You can submit your objection in any form to the data controller and data protection officer.