



RAUTEC Automatisierungs- und Prozessleittechnik GmbH  
Bechterdisser Straße 70 | 33719 Bielefeld

## Our handling with your Data and your Rights – Information under Article 13, 14 and 21 of the General Data Protection Regulation (GDPR) for our Customers

By the following information we would like to give you an overview of the processing of your personal data by us and your resulting rights. Which data are processed in particular and how they are used depends on the requested or agreed service. So not all of the here mentioned statements have to fit to our contractual relation.

Furthermore, this document can be updated from time to time. You can find the current version on our website: <https://www.rautec.de/information-portal/downloads/?L=1>

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

Contact details of the controller:

RAUTEC Automatisierungs- und Prozessleittechnik GmbH

Bechterdisser Straße 70

33719 Bielefeld

Germany

Phone +49 521 92476 0

Fax +49 521 92476 21

Email [rautec\(at\)rautec.de](mailto:rautec(at)rautec.de)

Concrete information on the collection of personal data

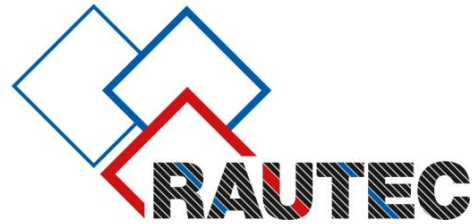
We process the following personal data that we receive in order of our contractual relation:

- The name of your company including legal form and address
- Titles and names
- Telephone number
- Fax number
- Mail address
- Field of business activity

RAUTEC Automatisierungs- und  
Prozessleittechnik GmbH  
Bechterdisser Straße 70  
33719 Bielefeld, Germany  
p +49 521 92476-0  
f +49 521 92476-21

Amtsgericht Bielefeld  
HRB 36298  
USt.-IdNr. DE196543798  
Geschäftsführer  
Bernd Repohl  
Sitz der Gesellschaft  
Bielefeld

Bankverbindungen  
Sparkasse Bielefeld | BIC SPBIDE33XXX  
IBAN DE96 4805 0161 0044 1225 96  
Commerzbank AG Bielefeld | BIC DRESDEFF480  
IBAN DE64 4808 0020 0150 0417 00  
Volksbank Bielefeld-Gütersloh eG | BIC GENODEM1GTL  
IBAN DE13 4786 0125 0178 8004 00



We process your data for the following purpose and based on the following legal framework

We process personal data in accordance with the General Data Protection Regulation (GDPR):

- In fulfilment of our contractual duties (Article 6 (1) (b) of the GDPR)

The processing is necessary for the performance of: our contract

- Due to our legal obligations (Article 6 (1) (c) of the GDPR)

We are bound by legal duties that are associated with data processing. These may include, e.g.:

Tax laws and statutory rules for proper accounting

Dealing with requests and requirements of the supervisory authority or the prosecution authorities

The fulfilment of fiscal inspection duties and reporting obligations

Moreover, the disclosure of personal data can be necessary in order of administrative or judicial measures for the purpose of gathering evidence, prosecution or enforcement of civil claims.

- For the purpose of legitimate interests (Article 6 (1) (f) of the GDPR)

If necessary we process personal data beyond the actual fulfilment of our contract in order to maintain our legitimate interests or those of a third party.

Examples of these cases are:

The assertion of legal claims and defense in legal disputes

Processing in our CRM system

Who receives my personal data?

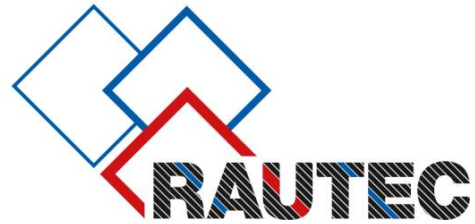
- In our business

Co-workers for contacting you and for the contractual cooperation (including the measures we take prior to entering into a contract)

RAUTEC Automatisierungs- und  
Prozessleittechnik GmbH  
Bechterdisser Straße 70  
33719 Bielefeld, Germany  
p +49 521 92476-0  
f +49 521 92476-21

Amtsgericht Bielefeld  
HRB 36298  
USt.-IdNr. DE196543798  
Geschäftsführer  
Bernd Repohl  
Sitz der Gesellschaft  
Bielefeld

Bankverbindungen  
Sparkasse Bielefeld | BIC SPBIDE33XXX  
IBAN DE96 4805 0161 0044 1225 96  
Commerzbank AG Bielefeld | BIC DRESDEFF480  
IBAN DE64 4808 0020 0150 0417 00  
Volksbank Bielefeld-Gütersloh eG | BIC GENODEM1GTL  
IBAN DE13 4786 6012 5017 8804 00



- Processors

Your data can eventually be disclosed to service providers that work for us as processors. Every service provider is bound by contract and obligated to deal with your data confidentially.

- Other third parties

Your data will only be transmitted to receivers outside of our office in compliance with the applicable regulations for data protection. Receivers of personal data can be, e.g.:

- Public authorities and institutions (e.g.: tax or prosecution authorities) when there is a legal or administrative duty
- In cases of contract conclusions and in particular cases of a legitimate interest, our company checks your creditworthiness regularly. For this purpose, we work together with Creditreform Bielefeld Riegel & Unger KG, Sunderweg 3, 33649 Bielefeld, whom we receive the needed data from. We transmit your name and contact data to Creditreform. For more information about the data processing at Creditreform, please visit [www.creditreform-bielefeld.de/EU-DSGVO](http://www.creditreform-bielefeld.de/EU-DSGVO) or send a request per e-mail/fax/post.

Will my data be transmitted to a third state or to an international organization?

We only process your data within the European Union and within the European Economic Area (EEA).

How long will my data be stored?

We process and store your personal data as long as we need them to fulfil our contractual and legal duties. If the data are not necessary for fulfilling our contractual and legal duties anymore, we delete them regularly.

Exceptions can arise in cases

- when statutory retention periods have to be maintained. These periods are five years for personal data covered by Section 147 of the German Fiscal Code (AO) and ten years for personal data covered by Section 257 of the German Commercial Code (HGB).



These periods commence at the end of the calendar year in which the data were collected.

- For maintenance of pieces of evidence in connection with statutes of limitations. Under section 195 ff of the German Civil Code (BGB), these periods of limitations can be up to 30 years, while the regular period of limitations is 3 years.

Provided that the data processing is based on our legitimate interest or that of a third party, the data will be deleted once they are no longer required for achieving the purpose. This is the case where the conversation has been successfully completed and the circumstances have been clarified. The mentioned exceptions apply to this as well.

### Which rights do I have as a data subject?

As a data subject, you have the right of access under Article 15 GDPR, the right to rectification under Article 16 GDPR, the right to erasure under Article 17 GDPR, the right to restriction of processing under Article 18 GDPR, the right to information under Article 19 GDPR, the right to data portability under Article 20 GDPR and the right to object under Article 21 GDPR.

Furthermore, there is the right of appeal at a supervisory authority under Article 77 GDPR. The supervisory authority responsible for us is the following:

Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen

Kavalleriestr. 2-4

40213 Düsseldorf

Phone: 0211/38424-0

Fax: 0211/38424-10

E-Mail: [poststelle@ldi.nrw.de](mailto:poststelle@ldi.nrw.de)

Web: <https://www.ldi.nrw.de/index.php>

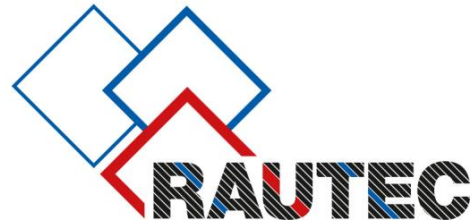
### Is there a duty to provide my data?

Based on our contractual relation you have to provide the personal data that are necessary for the establishment, implementation and completion of our contract and to fulfil contractual

RAUTEC Automatisierungs- und  
Prozessleittechnik GmbH  
Bechterdisser Straße 70  
33719 Bielefeld, Germany  
p +49 521 92476-0  
f +49 521 92476-21

Amtsgericht Bielefeld  
HRB 36298  
USt.-IdNr. DE196543798  
Geschäftsführer  
Bernd Repohl  
Sitz der Gesellschaft  
Bielefeld

Bankverbindungen  
Sparkasse Bielefeld | BIC SPBIDE33XXX  
IBAN DE96 4805 0161 0044 1225 96  
Commerzbank AG Bielefeld | BIC DRESDEFF480  
IBAN DE64 4808 0020 0150 0417 00  
Volksbank Bielefeld-Gütersloh eG | BIC GENODEM1GTL  
IBAN DE13 4786 6012 5017 8804 00



duties or data of which collection we are legally bound. Without these data we will not be able to sign or carry out the contract.

## Information on your right to object under Article 21 GDPR

### Individual right to object

At any time – for reasons relating to your particular situation – you have the right to object to the processing of the personal data concerning to you, if this is based on point (e) or (f) of Article 6(1); this also refers to assisted profiling based on those provisions.

If you make use of your right to object, we will no longer process the personal data unless we demonstrate compelling legitimate grounds for the processing which outweigh your interests, rights and freedoms, or the processing serves for the assertion, exercise or defence of legal claims.

### Recipient of objections

The objection can be sent informally to RAUTEC GmbH by using the given contact data with the reference "Objection" and by indicating your name, address and date of birth.