

Besucher aus Deutschland, Österreich oder der Schweiz und anderen deutschsprachigen Ländern werden gebeten, die deutsche Version unserer Datenschutzbedingungen zu lesen.

Visitors from Germany, Austria, Switzerland and other German-speaking countries are asked to read the German version of our privacy policy.

Valid: 2025

## **General Data Protection Notice Business Partners**

### **Responsible person**

The controller for the processing is the

TKMS Hagenuk Marinekommunikation GmbH, Hamburger Chaussee 25, 24220 Flintbek, Deutschland

E-Mail: [communications@tkmsgroup.com](mailto:communications@tkmsgroup.com)

### **Processing of personal data**

Personal data is any information relating to an identified or identifiable natural person. TKMS Hagenuk Marinekommunikation GmbH (TKMS) processes personal data that it receives from business partners or third parties in the course of business relationships. This usually includes business contact details such as name, address, telephone number and email address and, where necessary for business transactions, bank and payment details, i.e. bank account details, account details for billing contractual services, purpose of use, credit card information (if applicable), information from publicly available sources, information databases and credit agencies (e.g. the internet, commercial registers, credit agencies) and other data that has been voluntarily provided to us in the course of a project or contractual relationship or in the course of contract negotiations. TKMS also processes personal data that it is permitted to obtain from publicly accessible sources, the press and the internet. The specific processing depends on the respective business relationship. As a company, TKMS is subject to various legal obligations that require the processing of personal data in order to comply with the law. In addition, it uses personal data from business partners as necessary to assert legal claims and/or to defend itself in legal disputes, to investigate or prevent criminal offences. Personal data is only transferred within the TKMS group of companies if this is necessary for the business relationship.

If, in addition to the existing purposes, other purposes for data use arise, TKMS will check whether these additional purposes are compatible and consistent with the original purposes for which the data was collected. If this is not the case, TKMS will inform you of such a change of purpose.

### **Legal basis for data processing**

The legal basis for the processing of personal data in the context of contract initiation, contract execution and termination of contractual relationships is Art. 6 (1) (b) GDPR. This is relevant for the performance of a contract (e.g. delivery or provision of a service and payment processing), general communication with business partners, e.g. responding to enquiries about products and services, and contract negotiations.

The legal basis for the processing of personal data within the framework of a separately granted consent of the business partner is Art. 6 (1) lit. a) GDPR. This is relevant for sending newsletters or information letters, participation in marketing campaigns or surveys.

The legal basis for the processing of personal data on the basis of statutory provisions is Art. 6 (1) (c) GDPR. This is relevant for the fulfilment of obligations under commercial or tax law, for the fulfilment of reporting obligations or information obligations towards authorities.

The legal basis for the processing of personal data on the basis of a legitimate interest is Art. 6 (1) lit. f) GDPR. This applies to measures for IT security or measures to ensure proper business operations, to protect the rights of the host, to assert legal claims or to defend against legal disputes, and to comply with compliance requirements.

The legal basis for the processing of personal data transmitted in the course of sending an email is Art. 6 (1) lit. f) GDPR. If the email contact is aimed at concluding a contract, Art. 6 (1) lit. b) GDPR is also the legal basis for the processing.

### **Contact form**

We process the following data about you in order to process your request, provided that you provide it in the contact form: Salutation, First Name, Name, E-Mail, Telephone Number, Street, House Number, Zip Code, City Postal Code, State/Region, Country, the content of your request. We will pass on your personal data to other recipients if this is necessary to fulfill your request. The legal basis for the processing of your personal data depends on your concern and may derive from a contract with you (Art.6 para. 1 lit. b GDPR), your consent (Art.6 para. 1 lit. a GDPR) or on the basis of a balance of interests (Art.6 para. 1 lit. f GDPR) of our legitimate interest to offer you a good service. We process your data - if the processing is based on your consent - until the withdrawal of your consent or - if the processing is based on a balancing of interests - until your objection to this or for the purpose of your request until its completion. It is not possible to process your request without providing the data required to contact you and to understand and process your request. All other information is optional.

**If we process your personal data on the basis of your consent, you can revoke it at any time with effect for the future.** If we process your personal data on the basis of a balancing of interests, you can object to the processing at any time with effect for the future.

In addition, so-called 'referrer' information is processed when using the contact form on the basis of Art. 6 (1) (b) GDPR and is deleted after 4 weeks at the latest. Without the collection of this information, the use of the contact form is technically not possible.

### **Newsletter**

When business partners sign up for our newsletter TKMS processes their email address and their selection of the type of newsletter they would like to receive, as well as other data that you give us via the newsletter form (e.g. telephone, first name, last name, organization data). Mandatory information for sending the newsletter is the e-mail address. The processing of your data is based on your consent (Art. 6 para. 1 lit. a GDPR). **You can revoke your consent at any time and unsubscribe from the newsletter.** You will find an unsubscribe link in every newsletter email address.

For the registration to our newsletter, we use Double opt-in procedure. This means that we will send you an e-mail for verification and confirmation after registration to the e-mail address provided. If no confirmation is given, the information will no longer be used and deleted.

The hosting of the newsletter is carried out by a processor in the EU. In order to protect your personal data, a corresponding order processing has been concluded with the service provider.

## **Recipients of the data**

TKMS transfers personal data to authorities/public institutions to the extent required by law.

TKMS transfers personal data to companies within the TKMS Group if this is necessary for the fulfilment of the business relationship.

TKMS commissions external service providers for various business processes as processors within the meaning of Art. 28 GDPR. Data processing agreements have been concluded with these service providers to ensure the protection of personal data.

The recipients described above may also be located in countries outside the European Economic Area ('third countries') for which, under certain circumstances, the same data protection standards are not guaranteed as in the European Economic Area. If data is transferred to a third country, TKMS ensures that this transfer only takes place in accordance with the legal provisions (Chapter V GDPR).

## **Duration of storage of personal data**

As a rule, personal data is deleted after the expiry of the statutory retention periods, particularly those under commercial and tax law. If the personal data is not subject to statutory retention obligations, it will be deleted when it is no longer required for the purposes described above. A different storage period may apply if you have explicitly consented to this.

## **Security**

TKMS has taken high technical and organizational precautions to protect personal data from loss, destruction, falsification, manipulation and unauthorized access.

## **Your rights**

Right of access: You have the right to receive information from us about the processing of your personal data (Art. 15 GDPR).

Right to rectification: You have the right to demand from us the rectification of incorrect or incomplete personal data concerning you (Art. 16 GDPR).

Right to erasure: You have the right to request the erasure of your data in accordance with the conditions set out in Art. 17 GDPR. Thereafter, for example, you can request the deletion of your data insofar as it is no longer necessary for the purposes for which it was collected. In addition, you can request deletion if we process your data on the basis of your consent and you revoke this consent.

Right to restriction of processing: You have the right to request restriction of processing of your data if the requirements of Art. 18 GDPR are met. This is the case, for example, if you contest the accuracy of your data. For the duration of the verification of the correctness of the data, you can then request the restriction of the processing.

Right to data portability: If the data processing is based on consent or fulfillment of a contract and this is also carried out using automated processing, you have the right to receive your data in a structured, common and machine-readable format and to transmit it to another data processor.

Right of objection: You have the right to object at any time to the processing of your data, which is carried out on the basis of a balancing of interests or in the public interest, if there are reasons for this based in your particular situation. If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or for the establishment, exercise or defense of legal claims.

**Right of withdrawal: If the data processing is based on consent, you have the right to revoke consent at any time free of charge with effect for the future.**

Right to complain: You have the right to complain to the competent data protection supervisory authority about our processing of your personal data.

To contact the TKMS Data Protection Officer: TKMS Hagenuk Marinekommunikation GmbH, Hamburger Chaussee 25, 24220 Flintbek Germany / E-Mail: [datenschutz@tkmsgroup.com](mailto:datenschutz@tkmsgroup.com)

If you believe that we do not comply with the legal provisions when processing your data or that your data protection rights have been violated in any other way, you can contact the data protection supervisory authority responsible for your country in accordance with Art. 77 (1) GDPR.

#### **Notification of changes**

We reserve the right to adapt the general data protection information in accordance with future changes regarding the processing of personal data.