



Information obligation for business partners

In accordance with Art. 12, 13 and 14 GDPR

At

Envoria GmbH

Rosa-Bavarese-Straße 3

80639 Munich

- Hereinafter referred to as the **company** -

Dear Business Partner,

We very much appreciate your interest in our company and a possible collaboration. In accordance with Articles 12, 13 and 14 of the General Data Protection Regulation (GDPR), we would like to inform you about the processing of your personal data provided and, if applicable, collected by us in the context of the cooperation and about your rights in this regard. Please read the following information carefully in order to be fully informed about the handling of your data during the application process.

1. Responsible body for the processing of the data

Envoria GmbH

Management Sven Schubert, Stefan Siemers, Thimo Brinkmann, Julian Göbel

Rosa-Bavarese-Straße 3

80639 Munich

Phone: +49 89 1590 1907 0

E-Mail: info@envoria.com

You can contact our data protection officer at the following e-mail address Info@BullProtect.de. The general contact details are also available on the Internet at <https://envoria.com/privacy-policy>.

2. Purpose and legal basis of the processing of personal data

Your personal data will be processed exclusively within the framework of the applicable data protection regulations, such as the GDPR and the BDSG. The processing takes place if it is necessary for the preparation, execution or fulfillment of a contract or for pre-contractual steps (Art. 6 para. 1 lit. b GDPR).

If you have consented to the use of your data for special purposes, such as marketing or disclosure to third parties, the processing is based on your consent (Art. 6 para. 1 lit. a GDPR). You can withdraw this consent at any time with effect for the future.

In addition, your data may be processed to fulfill legal obligations (Art. 6 para. 1 lit. c GDPR) or to protect legitimate interests of us or third parties (Art. 6 para. 1 lit. f GDPR). We will inform you separately about such processing if this is required by law.

3. Categories of data processed and their origin

We only collect data that is required in connection with the preparation or conclusion of a contract. This includes information such as your name, address, contact details, notes from conversations and any other information that you provide to us via our website, surveys, e-mail correspondence, telephone calls or other channels. This data is always collected directly from you. Under certain circumstances, we may also receive data from third parties, including public authorities, government agencies, banks, transport companies or sales partners.

In principle, we may process the following categories of data from you:

- **Communication data** (e.g. chat histories, call logs, call notes, feedback data, evaluation texts, responses, translation texts, testimonials)
- **Technical data** (e.g. technical data, system data, browser data, usage data, access logs, IP addresses, timestamps, usage statistics)
- **Identification data** (e.g. surname, title, first name, surname, job title/position)
- **Signature data** (e.g. signature, time of signature), participant names)
- **Contact data** (e.g. e-mail address, telephone/mobile number, contact details, billing address)
- **Contract data** (e.g. contract content, draft contracts, change logs, event details, participant data, PR materials)
- **Financial data** (e.g. bank details, invoice content)
- **Demographic and profile data** (e.g. address, demographic data, market segment information, preferences, CV)
- **Support and service data** (e.g. problem reports, error descriptions, support history)
- **Usage and interaction data** (e.g. interaction data, opening and click behavior, usage statistics)
- **Legal data** (e.g. objection details, specifications)

4. Possible recipients or categories of recipients

Your personal data will only be passed on within our company to those departments and employees who need it to fulfill our contractual or legal obligations or to protect legitimate interests.

As part of order processing in accordance with Art. 28 GDPR, we work together with external service providers who process personal data exclusively in accordance with our instructions and in compliance with the GDPR. These include, for example, IT and software providers such as

- Provider of cloud services and office applications to support internal and external communication and data storage.
- Cloud hosting service provider for storing and backing up files.
- Provider of CRM and marketing software for managing customer relationships and marketing processes.
- Platform provider for software development and version control.
- Platforms for business communication and advertising.
- Service provider for the creation and management of online forms.

Data processing agreements have been concluded with all recipients of personal data in accordance with Art. 28 GDPR.

In addition, your data will only be passed on to external bodies if this is required or permitted by law, if it is necessary for the fulfillment of the contract or pre-contractual measures, if you have given us your express consent or if we are legally obliged to provide information. Your personal data will therefore be transmitted to the following recipients under certain circumstances:

- **Authorities and public institutions** (e.g. police, public prosecutor's office, supervisory authorities, tax offices), insofar as a legal obligation or official order exists
- **Third parties required for the performance of the contract**, such as banks, business partners or suppliers
- **Service providers** (e.g. in the area of IT hardware and software), whereby contracts for order processing in accordance with Art. 28 GDPR are always concluded

5. Transfer of personal data to a third country

If we transfer your personal data to a third country outside the European Economic Area (EEA) due to personnel responsibilities that exist across national borders, the transfer will only take place if the third country has been confirmed by the EU Commission as having an adequate level of data protection or if other appropriate data protection guarantees (e.g. binding internal data protection regulations or EU standard contractual clauses) are in place.

With service providers who may transfer data to a third country, we have taken appropriate measures in accordance with the GDPR to maintain an adequate level of data protection that complies with the GDPR. In principle, personal data is only transferred to service providers within the European Economic Area or to service

providers that have an adequacy decision from the EU or are active participants in the Data Privacy Framework.

6. Duration of data storage

We store and use your personal data for as long as is necessary for the performance of our business relationship or the fulfillment of contractual obligations. This also includes processes such as the preparation and execution of contracts. Furthermore, we are bound by legal requirements for storage and documentation, for example from the German Commercial Code (HGB) and the German Fiscal Code (AO), which stipulate that your data must be stored for two to ten years. In addition, limitation periods from the German Civil Code (BGB) may apply, which are generally three years, but can be up to 30 years in certain cases. If you have provided us with data voluntarily, we will store the data until you withdraw your consent or until the corresponding agreed storage period has been reached.

7. Your rights (so-called "rights of data subjects")

You can request information about the personal data stored about you at the above address (Art. 15 GDPR). In addition, under certain conditions, you can request the rectification (Art. 16 GDPR) or erasure of your data (Art. 17 GDPR). You may also have the right to restrict the processing of your data (Art. 18 GDPR) and the right to notification (Art. 19 GDPR). In addition, you have the right to receive your personal data in a structured, commonly used and machine-readable format (Art. 20 GDPR).

You have the right to withdraw your consent to the processing of data at any time. In the event of revocation, we will delete the data concerned immediately, unless further processing can be based on a legal basis for processing. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

If your data is processed in the performance of a task carried out in the public interest (Art. 6 para. 1 lit. e) GDPR) or on the basis of legitimate interests, Art. 6 para. 1 lit. f), you can object to this processing at any time. We will no longer process the personal data unless we can provide another legal basis for the processing or demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves the establishment, exercise or defense of legal claims.

8. Right to lodge a complaint with a supervisory authority

You have the right to lodge a complaint with a data protection supervisory authority. We would very much appreciate it if you would contact us or our data protection officer using the contact details above before doing so.

The data protection supervisory authority responsible for us is

Bayerisches Landesamt für Datenschutzaufsicht
Promenade 18
91522 Ansbach

9. Automated decision-making (so-called "profiling" or "scoring")

We do not use automated processing to make a decision - including profiling - on the establishment, implementation or termination of a cooperation within the meaning of Art. 22 GDPR.

Thank you for your cooperation!