

## Privacy policy for business partners, suppliers and service providers

### SMF GmbH

Paul-Henri-Spaak-Straße 5  
44263 Dortmund

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## § 1. Responsible

SMF GmbH  
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Email: info@smf.de

Data protection officer:  
AGAD Service GmbH, Waldring 43–47, 44789 Bochum  
Email: datenschutz@agad.de

## § 2. Purpose and legal basis of data processing

SMF processes personal data of business partners, their employees and contact persons exclusively for the following purposes:

- initiating, managing and executing business relationships
- internal organisation and communication
- the fulfilment of legal obligations (e.g. tax and commercial law requirements)
- safeguarding legitimate interests, in particular in the areas of compliance, IT security, direct communication, legal enforcement and advertising, market and opinion research, provided that no objection has been raised to this use

Legal basis:

- Art. 6(1)(b) GDPR (contract performance)
- Art. 6(1)(c) GDPR (legal obligation)
- Art. 6(1)(f) GDPR (legitimate interest)

## § 3. Categories of processed data

- Company and contact details (name, position, business contact details)
- Contract, billing and service data
- Communication content (emails, meeting notes)
- Technical identification data when using our systems

## § 4. Recipients and processors

Data will only be disclosed

- to internal departments and authorised employees
- to processors (e.g. IT service providers) in accordance with Art. 28 GDPR
- to authorities, if required by law

Transfers to third countries shall only take place in compliance with Art. 44 et seq. GDPR.

## § 5. Storage period

Personal data will only be stored for as long as it is necessary for the above-mentioned purposes. Otherwise, the statutory retention periods apply.

## § 6. Rights of data subjects

Data subjects have the right to:

- Right of access (Art. 15 GDPR)
- Rectification (Art. 16 GDPR)
- Erasure (Art. 17 GDPR)
- Restriction of processing (Art. 18 GDPR)
- Objection (Art. 21 GDPR)
- Data portability (Art. 20 GDPR)

Complaints may be lodged with a data protection supervisory authority.

## § 7. Obligation to provide personal data

The provision of personal data is necessary for the execution of the business relationship. Without this provision, cooperation with SMF is not possible.