

Data privacy statement on the processing of the data of interested parties/customers and business partners

With this statement, we would like to inform you about the processing of your personal data by 3Keys GmbH and the rights you are entitled to under the new data protection law.

Responsible party for data processing

3Keys GmbH
Haugerglasisstraße 5a
97080 Würzburg
Germany
Tel.: +49 (0)931 40 70 53 61
E-mail: backoffice@3keys.com

Company data protection officer

You can contact our company data protection officer by mail at the above address by adding “FAO data protection officer” or by email at:

Thomas Malik
Malik Unternehmensberatung GmbH
Johann-Sebastian-Bach-Str. 69
61250 Usingen
Tel: 06081 94904 00
E-Mail: thomas.malik@malik-group.de

Bank account

HypoVereinsbank, Würzburg,
BCN 79020076
Bank Account 0026385750
IBAN DE79790200760026385750
BIC HYVEDEMM455

Managing Directors

Philipp Koehler
Pavel Kanskov
Stepan Lialine

Registered office: Würzburg

Registry court: Company register Würzburg
Registry number: 13452
VAT No: DE309114927

Contact

Haugerglasisstrasse 5a
97080 Würzburg
Germany
info@3keys.com
www.3keys.com

Purpose and legal basis of the data processing

We collect and process your personal data as customers of our company within the framework of customer and order management, as interested parties within the framework of the general sales process, and as business partners in collaborations.

For the initiation and duration of a business relationship, we have to collect and process various details from you. This begins with the initiation and conclusion of an order agreement with you, continues with the implementation of the order and the business relationship and also covers the termination of the business relationship. **The initiation, conclusion, implementation and termination of a business relationship are not possible without processing your personal data.**

Especially offer and order agreements, order and appointment confirmations, as well as invoices must be prepared within the framework of the business relationship which also includes keeping a customer file with personal contact persons, communication of information about the order or within the framework of the business relationship, information about the company and its offers. Depending on the project, time accounts are kept to verify and invoice the services provided.

The personal data processed by us within the framework of the initiation, conclusion, implementation and termination of the business relationship include your first name and last name, your address details, telephone number, electronic address and if necessary, your bank details.

The legal basis for this type of data processing are especially article 6 para. 1 a), b) EU General Data Protection Regulation (GDPR). Processing on the basis of legitimate interests is only carried out in the case of article. 6 para. 1 f) GDPR.

Data exchange with service providers and other recipients

In order to fulfil our contractual and legal obligations, we employ external service providers, such as a tax consulting company, lawyers and software service providers, to whom we transfer your personal data if the same is required.

Additionally, we or the above-mentioned service providers may transfer your personal data to other recipients, such as public authorities in order to fulfil the statutory notification duties (e.g. tax authorities).

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Data processing in the online webinars by Microsoft Teams

For registration and for the execution of our webinars we process participants' personal data using the "Microsoft Teams Webinar" service provided by Microsoft Ireland Operations Limited, One Microsoft Place, South County Business Park, Leopardstown, Dublin 18, Ireland.

This processing is carried out for the purpose of organizing, conducting, and following up on online webinars, informational events, and digital presentations.

The following personal data may be processed in this context:

- First name and last name
- Email address
- Company
- Position/title
- Optional: Country and industry
- Technical connection data
- Information regarding participation in the webinar
- Content of chat messages or questions asked during the webinar

Processing is based on Article 6(1)(b) of the GDPR (pre-contractual measures or performance of a contract) as well as Article 6(1)(f) GDPR based on our legitimate interest in conducting professional digital information and communication events.

Participants generally remain anonymous to other participants during the webinar, unless they voluntarily activate interactive features such as camera, microphone, chat, or participation on the "stage."

Microsoft also processes personal data in some cases in the United States or other third countries. For data transfers outside the European Union, appropriate safeguards in accordance with Art. 46 GDPR are used, in particular EU Standard Contractual Clauses.

For more information on data protection at Microsoft, please visit:

<https://www.microsoft.com/de-de/privacy/privacystatement>

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Duration of data retention

We delete your personal data as soon as it is no longer required for the above-mentioned purposes. It may happen that personal data is kept for the time during which claims can be asserted against our company (in accordance with the statutory limitation periods). We also retain your personal data as far as we are legally obliged to do so. Corresponding obligations to produce proofs and preserve records result, among other things, from the German Commercial Code and the German Fiscal Code. The retention periods are up to ten years according to the German Commercial Code and the German Fiscal Code.

Data subject rights

At the address given above, you can request information about your retained personal data.

Apart from that, under certain circumstances, you can request the correction or deletion of your data. You may have a right to restrict the processing of your data as well as a right to have the data provided by you released in a structured, current and machine-readable format.

If you have given separate consent for the processing of personal data, it is possible to revoke your consent at any time. By revoking the consent, the data processed before revocation shall remain lawfully processed. The revocation of consent must be declared to the same authority to which the consent was declared.

Right of appeal

You have the option of lodging a complaint with the data protection officer in our company or with a data supervisory authority. The data protection supervisory authority which is responsible for us is:

Landesamt für Datenschutzaufsicht

Post office box 606, 91511 Ansbach Company address:
Promenade 27 (Castle),
91522 Ansbach

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Transfer of data to a third country

If we transfer personal data to service providers outside the European Community, we will only do so if the EU Commission has confirmed that the third country has an adequate level of data protection or if there are other appropriate data protection guarantees (e.g. binding internal company data protection regulations or EU standard contractual clauses).

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