

Data protection information of GOR GmbH

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Introduction

In our data protection notice, we would like to inform you about the processing of your personal data by us and about your rights under data protection law.

[Part I](#) gives you general information about how we process your personal data and the rights you have as a data subject. Furthermore, we inform you about when you can object to the processing of your data by us.

[Part II](#) is relevant for you if you wish to communicate with GOR GmbH via tele- and/or videoconferencing. In this part you will find additional information for participants in online events.

I. Information requirements according to Art. 13, 14 and 21 of the General Data Protection Regulation (GDPR)

Contact details of the responsible person

Responsible body:

Head office:

GOR Ltd.
Main street 58
67297 Marnheim

Branch:

GOR GmbH
Main street 37
55234 Erbes-Büdesheim

Responsible:

Mr. Jörg C. Wentz
Phone: 06352 7500 0
Fax: 06352 7500 50
E-mail: info@gor-gmbh.de
Web: www.gor-gmbh.de

Contact details of the data protection officers

You can reach our data protection officer at the aforementioned contact details or by e-mail: datenschutz@gor-gmbh.de.

What is personal data?

The term personal data is the gateway to the application of the General Data Protection Regulation (GDPR) and is defined in Art. 4 (1) GDPR. According to this, it is any information relating to an identified or identifiable natural person.

How do we get personal data?

For the most part, we process personal data that has been provided to us directly by you. This can happen for a variety of reasons:

- You have submitted a request to us,
- We have received these as part of the business relationship,
- You have submitted a request for information to us,
- The data is necessary for the provision of our service,
- To fulfil orders and contracts,
- You would like to participate in an event,
- You have applied for a vacant position,
- You represent your company.

What categories of data are processed?

Relevant categories of personal data may include in particular:

- Personal data (name, date of birth, place of birth, nationality, marital status, profession/industry and comparable data),
- Contact details (address, e-mail address, telephone number and comparable data),
- Customer history,
- Order data,
- Contract billing and payment data,
- Documentation data,
- Contract master data.

Purposes and legal basis of the processing

GOR GmbH processes personal data on the basis of Art. 6 para. 1b DS-GVO.

The processing serves the execution of our contracts or pre-contractual measures with you and the execution of your order, as well as all activities necessary for the operation and administration of our service. You can find the respective details on the purpose of the data processing in the respective contract documents.

Beyond the actual performance of the contract, GOR GmbH processes personal data in accordance with Art. 6 (1f) DS-GVO. This is permissible insofar as the processing is necessary to protect our legitimate interest or that of a third party, unless your interests or fundamental freedoms require the protection of personal data to be overridden. Such a legitimate interest exists, for example, in the:

- Testing and optimisation of procedures for needs analysis and direct customer approach,
- Assertion of legal claims and defence in legal disputes,
- Ensuring the IT security and operation of the company.

Insofar as you have given GOR GmbH consent to process your personal data for specific purposes, the lawfulness of this processing is given on the basis of your consent (Art. 6 para. 1a DS-GVO). Consent given can be revoked at any time. Please note that the revocation only takes effect for the future. Processing that takes place before the revocation is not affected by this.

In addition, GOR GmbH processes personal data pursuant to Art. 6 (1c) DS-GVO insofar as this is necessary for the fulfilment of legal obligations to which it is subject as a company. These purposes include, among others, commercial and tax law obligations pursuant to Section 257 of the German Commercial Code (HGB) and Section 147 of the German Tax Code (AO).

When you contact us

When you call our switchboard or our staff, we collect caller identification (caller ID) information. If your telephone number is not suppressed or withheld, the telephone number is displayed to us. This, together with the call date and time, is automatically stored in the call log of the destination phone. We do not record the call itself, but we may make notes which we can also keep on file later if they are relevant to the proceedings. We use this information to be able to forward your concern to the relevant internal department. We may also use the number to call you back if you have asked us to, if your call drops off or if there is a problem with the line.

If you send us enquiries via the contact form, your details from the enquiry form, including the contact details you provide there, will be stored by us for the purpose of processing the enquiry and in the event of follow-up questions. The data you enter in the contact form will remain with us until you request us to delete it, revoke your consent to store it or the purpose of the data processing no longer applies. Mandatory legal provisions, in particular retention periods, remain unaffected.

If you provide us with your e-mail address in the course of processing a transaction, we will store it and, if necessary, use it for further communication on the contract in question (e.g. in the event of a claim), unless you object to this use. Only choose encrypted communication for confidential communication with us. We also monitor all emails sent to us, including data attachments, for viruses or malicious software.

Voluntariness or obligation to provide the data

For the conclusion of the contract, it is necessary that you provide GOR GmbH with the above-mentioned personal data. Without this data, GOR GmbH will have to refuse to conclude the contract or will no longer be able to perform an existing contract and may have to terminate it.

Recipients or categories of recipients of your data

Within our company, your data will be passed on to those internal departments that need it to fulfil our contractual obligations or within the scope of processing and implementing our legitimate interests. Your data will only be passed on to external bodies:

- in connection with the execution of the contract,
- for the purposes of complying with legal requirements under which we are obliged to disclose, report or pass on data,
- insofar as external service companies process data on behalf as order processors or function transferees (e.g. support/maintenance of EDP/IT applications, web services),
- based on our legitimate interest or the legitimate interest of the third party (e.g. authorities, credit agencies, lawyers, courts, appraisers),
- if you have given us consent to transfer the data to third parties.

If we commission service providers to process your data, they are subject to the same security standards as we are. In other cases, the recipients may only use the data for the purposes for which it was transmitted.

Transfer of personal data to a third country

There are no plans to transfer your personal data to a third country.

Data is transferred to bodies outside the European Union (EU) or the European Economic Area (EEA) (so-called third countries) if it is necessary for the execution of an order/contract from or with you, if it is required by law, if it is in the legitimate interest of us or a third party or if you have given us your consent. In this context, the processing of your data in a third country may also be carried out in connection with the involvement of service providers as part of commissioned processing. If there is no EU Commission decision on an appropriate level of data protection for the country in question, we guarantee that the data will be protected in accordance with EU data protection law.

data protection requirements through appropriate contracts that their rights and freedoms are adequately protected and guaranteed. We will provide you with the relevant detailed information upon request.

Duration of the storage of personal data

We process and store your data for the duration of our business relationship. This also includes the initiation of a contract and the processing.

In addition, we are subject to various retention and documentation obligations resulting from commercial or tax law regulations, among others. Depending on the type of document, the periods specified there for storage or documentation are six, seven or ten years beyond the end of the business relationship or the pre-contractual legal relationship, in exceptional cases even 50 years - depending on the applicable national law.

Furthermore, special legal regulations may require a longer retention period, such as e.g. the preservation of evidence within the framework of the statutory limitation provisions.

If the data is no longer required for the fulfilment of contractual or legal obligations and rights, it is regularly deleted, unless its temporary disclosure is necessary for fulfilment due to an overriding legitimate interest. Such an overriding interest also exists, for example, if deletion is not possible or only possible with a disproportionately high effort due to the special type of storage and processing for other purposes is excluded by suitable technical and organisational measures.

Your data subject rights

Data protection law grants you a number of data subject rights of which we must inform you.

You can request information about the data stored about you at the above address (Art. 15 DS-GVO). If incorrect personal data is processed, you have the right to have it corrected (Art. 16 DS-GVO). If the legal requirements are met, you can request the deletion or restriction of the processing of your personal data as well as object to the processing (Art. 17, 18 and 21 DS-GVO).

If you have consented to the data processing or if there is a contract for data processing and the data processing is carried out with the help of automated procedures, you may have a right to data portability (Art. 20 DS-GVO).

Should you exercise your rights, GOR GmbH will check whether the legal requirements for this are met.

These rights can be asserted via GOR GmbH at the contact details of the data protection officers mentioned above.

Your right of appeal

You also have the possibility to lodge a complaint with the above-mentioned data protection officer or the data protection supervisory authority in accordance with Art. 77 DS-GVO.

The data protection supervisory authority responsible for us is:

The State Commissioner for Data Protection and Freedom of Information Rhineland-

Palatinate Hintere Bleiche 34

55116 Mainz

Phone: 06131 208-2449

E-mail: poststelle@datenschutz.rlp.de

Automated decision making (including profiling)

We do not use automated decision-making (Art. 22 DS-GVO). If we do use such a system in individual cases in the future, we will inform you separately if this is required by law.

Right of withdrawal

You have the right to object at any time, on grounds relating to your particular situation, to the processing of personal data concerning you which is carried out on the basis of Article 6(1f).

If you object, GOR GmbH will no longer process your personal data unless GOR GmbH can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or for the assertion, exercise or defence of legal claims.

If you have consented to the processing of your data by GOR GmbH (Art. 6 para. 1a or Art. 9 para. 2a), you have the right to revoke your consent at any time. The lawfulness of the data processing until the revocation remains unaffected.

The objection can be made form-free and should preferably be addressed to: GOR

GmbH

Main street 58

67297 Marnheim

Phone: 06352 7500 0

E-mail: info@gor-gmbh.de

II. Additional information for participants in online events

Type of data

- Activity data,
- User data (user name, profile picture),
- Tele-, and video data,
- Contact details,
- Meeting data (theme, participants IP addresses, device/hardware information),
- User data (files for joint editing),
- Factual data (chat data).

Purposes and legal basis for the processing

We use the tool "Microsoft Teams" at GOR GmbH to conduct presentations, meetings, joint project work, team meetings, conferences, training and seminars.

The legal basis for data processing when conducting "online meetings" is Art. 6 para. 1. b) DS-GVO, insofar as the meetings are conducted within the framework of contractual relationships. If there is no contractual relationship, the legal basis is Art. 6 para. 1. f) DS- GVO. Here, our interest is in the effective implementation of "online meetings". A further legal basis is consent in accordance with Art. 6, Para. 1 a) DS-GVO.

Platform used

Microsoft Teams is a platform that combines chat, meetings, notes and attachments. Microsoft is Privacy Shield certified. A corresponding order processing contract is included in the OST (Online Service Teams). The privacy policy as well as the EU standard contractual clauses are available.

Data processing when using Office 365

- **Functional data:**

When using Office 365, Microsoft processes a variety of data, including personal data. Some of the data processing relates to functional data. This is data processing that is necessary for the provision of the Office 365 service. In accordance with the Online Service Terms (hereinafter "OST"), Microsoft acts as a processor pursuant to Article 28 of the GDPR. A corresponding order processing contract is included in the OST. The processing of functional data results from the client's instructions to Microsoft. The instruction corresponds to the use of the service by the client. Functional data is deleted immediately after the service has been provided.

- **Content data:**

In addition to the functional data for the provision of the service, Microsoft also necessarily processes content data as a processor. This refers to the actual documents, presentations, emails, etc. that users create for Microsoft in the course of their activities with Office 365. Microsoft only processes this data for the provision of the Office 365 service. Use for other purposes is excluded in the OST under "Processing of Customer Data".

- **Diagnostic data:**

In addition to the function and content data, Microsoft processes a large amount of so-called diagnostic data when providing Office 365. These contain an ID uniquely generated by Office 365 with which they can be uniquely assigned to a user. This information is sent to Microsoft's servers. A transmission of the data to the USA cannot be ruled out. Microsoft has stated that it will use this information for the following purposes: Providing and improving the service, updating the service and their security.

You can find more information and the privacy policy on the provider's website.

Profiling

The data will NOT be used for profiling, data analysis, market research or advertising.

Transfer to a third country

GOR GmbH does not transmit any data to a third country. "Microsoft Teams" is a service provided by a provider from the USA. A processing of personal data therefore also takes place in a third country. An appropriate level of data protection is guaranteed on the one hand by the "Privacy Shield certification, but also through the conclusion of the so-called EU standard contractual clauses.

Recipient of the data

Personal data processed in connection with participation in "videoconferences" will not be disclosed to third parties unless it is intended for disclosure. Please note that, as in the case of face-to-face meetings, the content of "video conferences" is often used to communicate information with customers, interested parties or third parties and is therefore intended to be passed on. Other recipients: The "Microsoft Teams" provider necessarily obtains knowledge of the The above-mentioned data, insofar as this is provided for within the scope of our order processing contract, to communicate with customers, interested parties or third parties and is thus intended for disclosure. Further recipients: The provider of "Microsoft Teams" necessarily receives knowledge of the above data, insofar as this is provided for within the framework of our order processing agreement.

Storage period

We delete or anonymise your personal data as soon as they are no longer required for the purposes for which we collected or used them in accordance with the above paragraphs. As a rule, we store your personal data for the duration of the contractual relationship with you. Login data and IP addresses are deleted after 30 days at the latest, unless we are entitled or obliged to retain them for a longer period. Specific information in this privacy policy or legal requirements for the retention and deletion of personal data, especially those that we must retain for tax reasons.

Data subjects' rights

- Right of access (Article 15 of the GDPR),
- Correction, deletion, restriction (Art. 16, Art. 17, Art. 18 DS-GVO),
- Data portability (Art. 12 DS-GVO),
- Right of objection (Art. 21 DS-GVO),
- Right to complain to the supervisory authority responsible for GOR GmbH.

The data protection supervisory authority responsible for us is:

The State Commissioner for Data Protection and Freedom of Information Rhineland-

Palatinate Hintere Bleiche 34

55116 Mainz

Phone: 06131 208-2449

E-mail: poststelle@datenschutz.rlp.de

Necessity

Data processing is carried out to conduct a video conference and to maintain business operations with the software and hardware used.

Your GOR Team
