

## Privacy notice

for customers and suppliers of the Hoberg & Driesch Group

Dear Sir or Madam,

In the following we would like to inform you about how the companies in the Hoberg & Driesch Group process your personal data:

The **Controller** responsible for the processing of your data is initially your respective business partner<sup>1</sup>:

- Hoberg & Driesch GmbH & Co. KG Röhrengroßhandel, Theodorstr. 101, 40472 Düsseldorf, Germany
- Hoberg & Driesch Röhrenhandel GmbH, Theodorstr. 101, 40472 Düsseldorf, Germany
- Rohr- und Stahlhandel Jung & Co. GmbH, Kruppstraße 24, 47475 Kamp-Lintfort, Germany
- Hoberg & Driesch Logistik GmbH<sup>2</sup>, Theodorstr. 101, 40472 Düsseldorf, Germany
- Hoberg & Driesch GmbH, Theodorstr. 101, 40472 Düsseldorf, Germany
- Grundstücksgesellschaft Hoberg & Driesch mbH, Theodorstr. 101, 40472 Düsseldorf, Germany
- Mobilien-gesellschaft Hoberg & Driesch mbH, Theodorstr. 101, 40472 Düsseldorf, Germany

Which of these companies acts as your business partner in the respective transaction is specified in our contract and purchase order documents.

The companies of the Hoberg & Driesch Group have designated a single **data protection officer**. You can contact this officer at the following postal address: Hoberg & Driesch GmbH & Co. KG, Data Protection Officer, Theodorstr. 101, 40472 Düsseldorf, Germany. Email: [datenschutz@hoberg-driesch.de](mailto:datenschutz@hoberg-driesch.de)

Intensive intragroup supply and service relationships exist between the companies in the Hoberg & Driesch Group. Moreover, Hoberg & Driesch GmbH & Co. KG provides central departments and services for the group companies. This primarily concerns the Human Resources, IT, Controlling, Quality Control/Health and Safety and Accounting divisions. Within the scope of this cooperation, the companies also share personal data with each other.

The companies are then **jointly responsible** for the processing of the personal data within the meaning of Article 26 of the European General Data Protection Regulation (GDPR). The Regulation stipulates that the companies must reach an arrangement determining their joint responsibility (so-called 'joint control arrangement') and inform the data subjects of the essence of that arrangement.

- Hoberg & Driesch GmbH & Co. KG has been designated as holding primary responsibility for all personal data and all processing procedures within the Hoberg & Driesch Group.
- The single data protection officer has been designated as the central point of contact for the data subjects. The data subjects are, however, at liberty to express their privacy concerns to each individual group company.
- Both the companies themselves and their employees are bound by an obligation of confidentiality in respect of all personal data.
- All obligations to which the companies are subject under the GDPR are incumbent on Hoberg & Driesch GmbH & Co. KG as the body with primary responsibility.
- All Hoberg & Driesch GmbH & Co. KG regulations and measures with regard to data protection and data security shall be adopted, implemented and applied by the other companies.

Intragroup sharing of personal data is based on Article 6(1)(f) GDPR in conjunction with recital 48 GDPR.

We process your personal data for the **purpose** of handling the operative commercial business of the Hoberg & Driesch Group across the entire relevant process chain

- "Request-to-Order" (static and dynamic customer data)
  - "Order-to-Cash" (static and dynamic customer data) and
  - "Purchase-to-Pay" (static and dynamic supplier data)
- in each case on the basis of Article 6(1)(b) GDPR. In addition to this, Article 6(1)(c) GDPR provides the legal basis with regard to retention and storage of personal data.

We process the following **categories of personal data** relating to our customers and suppliers:

contact data (including name, address, telephone number, email address, also for the relevant employees of the customer/supplier, including departmental affiliation and responsibility); bank details; financial messaging data; credit worthiness data; dynamic data (turnover, data on products and services purchased or received); contractual data; company data (VAT number; commercial register number etc.) as well as various correspondence relating to all aspects of the customer/supplier relationship.

You will generally have provided these data yourself or they will have arisen in our handling of the transaction concerned. In some cases, third parties also provide us with data, for example in connection with the evaluation of customer credit worthiness by our trade credit insurer.

Provision of your personal data to us is necessary and required by law for initiating, establishing, conducting and terminating our contractual relationship. Without these data, the contractual relationship cannot be concluded or implemented.

We pass your data on to the following **categories of recipients**, in so doing ensuring that the recipients in each case only receive those data which are necessary for the relevant administrative process (need-to-know principle):

Companies and employees of the Hoberg & Driesch Group; auditors; tax consultants; legal advisers; external data processing agents ('processors'); external subcontractors; freight forwarders; providers of secure destruction of data and documents; tax authorities; customs authorities.

**Storage** of your personal data takes place in accordance with the applicable legal requirements (as a rule for 10 years on the basis of § 257 (1), (4) and (5) of the German Commercial Code (HGB) and § 147 (1) points 1 and 4 and (2) of the German Fiscal Code (AO). At the end of each financial year we examine whether further storage of your data is necessary (for example for the establishment, exercise or defence of legal claims); this then corresponds to our legitimate interest pursuant to Article 6(1)(f) GDPR.

Finally, we would like to draw your attention to your rights as data subject under the GDPR. You have the right:

- pursuant to Article 15 GDPR to demand access to information about the personal data we process about you;
- pursuant to Article 16 GDPR to demand without undue delay the rectification or completion of inaccurate or incomplete personal data relating to you;
- pursuant to Article 17 GDPR to demand erasure of the personal data we store about you insofar as processing is not necessary for exercising the right of freedom of expression and information, for compliance with a legal obligation, for reasons of public interest or for the establishment, exercise or defence of legal claims;
- pursuant to Article 18 GDPR to demand restriction of processing of your personal data where you contest the accuracy of the data, where processing is unlawful but you oppose the erasure of the data and where we no longer need the data, but they are required by you for the establishment, exercise or defence of legal claims, or where you have objected to processing pursuant to Article 21 GDPR;
- pursuant to Article 20 GDPR to receive the personal data relating to you, which you have provided to us, in a structured, commonly used and machine-readable format, or to request that those data be transmitted to another controller;
- pursuant to Article 21 GDPR to object, on grounds relating to your particular situation, to processing of your personal data which is based on legitimate interests pursuant to Article 6(1)(f) GDPR;
- pursuant to Article 77 GDPR to lodge a complaint with a supervisory authority. As a rule, complaints can be addressed to the supervisory authority of your usual place of residence or work, or of our registered office.

*(Information valid as at March 2019)*

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<sup>1</sup> Manfred Schumacher Stahlrohre GmbH & Co. KG, Düsseldorf, and GERO Gelsenkirchener Rohrhandelsgesellschaft mbH, Gelsenkirchen, were merged with Hoberg & Driesch GmbH & Co KG Röhrengroßhandel, Düsseldorf.

<sup>2</sup> Hoberg & Driesch Rohrunion GmbH, Düsseldorf, now operates as Hoberg & Driesch Logistik GmbH, Düsseldorf.