

Data Privacy Notice in accordance with the EU General Data Protection Regulation for Suppliers and Service Providers

The following information gives you an overview of our processing of your personal data and your rights under data protection law. Please also pass on the information to the current and future authorised representatives and contact persons. These include, for example, officers with signing powers, Executive Directors or Executive Board members.

Who is responsible for the data processing, and whom can I contact?

The controller is the respective Viridium Group company that is, will be or is intended to be the contractual partner:

Proxalto Lebensversicherung AG

Adenauerring 7
81737 Munich
Telephone: +49 6102 59950
Email: einkauf@viridium-gruppe.com

Proxalto Service Management GmbH

Adenauerring 7
81737 Munich
Telephone: +49 6102 59950
Email: einkauf@viridium-gruppe.com

Heidelberger Lebensversicherung AG

Dornhofstraße 36
63263 Neu-Isenburg
Telephone: +49 6102 59950
Email: einkauf@viridium-gruppe.com

Heidelberger Leben Service Management GmbH

Im Breitspiel 2-4
69126 Heidelberg
Telephone: +49 6102 59950
Email: einkauf@viridium-gruppe.com

LV Bestandsservice GmbH

Im Breitspiel 2-4
69126 Heidelberg
Telephone: +49 6102 59950
Email: einkauf@viridium-gruppe.com

Skandia Lebensversicherung AG

Dornhofstraße 36
63263 Neu-Isenburg
Telephone: +49 6102 59950
Email: einkauf@viridium-gruppe.com

Skandia Portfolio Management GmbH

Dornhofstraße 36
63263 Neu-Isenburg
Telephone: +49 6102 59950
Email: einkauf@viridium-gruppe.com

Entis Lebensversicherung AG

Dornhofstraße 36
63263 Neu-Isenburg
Telephone: +49 6102 59950
Email: einkauf@viridium-gruppe.com

Entis Service Management GmbH

Dornhofstraße 36
63263 Neu-Isenburg
Telephone: +49 6102 59950
Email: einkauf@viridium-gruppe.com

Viridium Holding AG

Dornhofstraße 36
63263 Neu-Isenburg
Telephone: +49 6102 59950
Email: einkauf@viridium-gruppe.com

Viridium Group GmbH & Co. KG

Breidenbachstraße 56
51373 Leverkusen
Telefon: +49 6102 59950
Email: einkauf@viridium-gruppe.com

Viridium Service Management GmbH

Dornhofstraße 36
63263 Neu-Isenburg
Telephone: +49 6102 59950
Email: einkauf@viridium-gruppe.com

Viridium Rückversicherung AG

Dornhofstraße 36
63263 Neu-Isenburg
Telephone: +49 6102 59950
Email: einkauf@viridium-gruppe.com

You can contact our group data protection officer at:

Viridium Gruppe
Data Protection Officer
Dornhofstraße 36
63263 Neu-Isenburg
Email: datenschutz@viridium-gruppe.com

What sources and data do we use?

We process personal data received or collected from you in the course of our cooperation relationship. Additionally, insofar as this is necessary for the cooperation relationship, we process personal data that we are permitted to collect and process from publicly accessible sources (e.g. commercial register and register of associations, the press, media, Internet).

Relevant personal data may include personal particulars (name, address and other contact details) and authentication details (e.g. ID details). Moreover, these data may also encompass order details (e.g. payment instruction), data arising from the performance of our contractual obligations (e.g. turnover data), documentation data (e.g. excerpt from the Commercial Register), tax ID and other data comparable to the aforementioned categories.

What will we process your data for (purpose of the processing) and on what legal basis?

We process personal data in keeping with the provisions of the EU General Data Protection Regulation (GDPR), the *Bundesdatenschutzgesetz* (BDSG) [German Federal Data Protection Act], the provisions of the *Versicherungsvertragsgesetz* (VVG) [Act on Insurance Contracts] relevant under data protection law, as well as all further applicable laws.

- a. For the performance of contractual duties (Article 6 (1) b) GDPR)

The processing of data takes place for the performance of our duties arising from the respective contractual relationship, e.g. purchase, leasing, service or rental contract etc. or for taking steps on request prior to entering into a contract.

- b. On the basis of statutory provisions (Article 6 (1) c) GDPR) or in the public interest (Article 6 (1) e) GDPR)

We are subject to various legal obligations and statutory requirements, e.g. commercial-law-related and tax-law-related retention provisions under the *Handelsgesetzbuch* [German Commercial Code] and the *Abgabenordnung* [German Tax Code]. The purposes of the processing include, among others, the performance of monitoring and reporting duties under tax law, as well as risk evaluation and risk management at the company and within the Group.

- c. In the context of the balancing of interests (Article 6 (1) f) GDPR)

Where necessary, we shall process your data beyond the actual performance of the contract in order to protect our legitimate interests or those of third parties.

Examples:

- assertion of legal claims and defence in the event of legal disputes,
- safeguarding IT security and IT operations,
- preventing and clearing up criminal offences,
- obtaining advice from, and exchanging data with, credit reference agencies for ascertaining credit and/or default risks,
- measures for securing buildings and installations (e.g. access control systems),
- CCTV for protecting the right to enforce house rules (cf. also Section 4 BDSG).

- d. On the basis of your consent (Article 6 (1) a) GDPR)

Where you have given us your consent to the processing of personal data for certain purposes (e.g. supplier applications), this processing is lawful on the basis of your consent. Consent given may be revoked at any time. This also applies to the revocation of declarations of consent issued to us before the EU General Data Protection Regulation entered into force, i.e. before 25 May 2018. The revocation of consent shall only have effect for the future and shall not affect the legitimacy of the data processed up to the time of revocation.

Who will receive my data?

Within the respective Viridium Group company that will become, or is intended to become, the contractual partner, access to your data will be given to those entities that need these data for the performance of our contractual and statutory duties. Intra-Group and external service providers and agents used by us may also receive data for these purposes. These include, for example, companies in the categories: IT services, payment transactions, printing services, telecommunication, account settlement, payment collection, advising.

Regarding the passing-on of data to further recipients outside of our company, it is to be noted that we pass on personal data only to the extent necessary and only in compliance with the applicable provisions relating to data protection. As a rule, we are only permitted to pass on personal data of our suppliers if statutory provisions necessitate this, the data subject has consented thereto, or we are in some other way authorised to pass on the data. Subject to these prerequisites, recipients of personal data may include, for example:

- public entities and institutions (e.g. tax authorities, prosecution authorities),
- other companies or comparable organisations (e.g. credit reference agencies) to whom we transfer personal data in order to carry out the business relationship with you,

- other Group companies or divisions of our Group that centrally perform certain data processing tasks for the affiliates in the Group,
- service providers that we use within the framework of commissioned processing relationships.

Further data recipients may include entities in respect of which you have given us your consent to the transfer of data, or in respect of which you have released us from data secrecy according to agreement or consent, or to which we are authorised to pass on personal data on the basis of a balancing of interests.

Will data be passed on to a third country or to an international organisation?

No personal data are actively transferred to a third country outside of the European Union or to an international organisation. If we transfer personal data to service providers outside of the European Economic Area (EEA), we shall do so only insofar as an adequate level of data protection has been confirmed to the third country by the EU Commission, or other adequate data protection safeguards (e.g. binding internal data protection rules or EU standard contractual clauses) are in place.

How long will my data be stored for?

We process and store your personal data as long as necessary for the performance of our contractual and statutory duties. In this respect, it is to be noted that our business relationship may be a continuing obligation intended to last for years.

If the data are no longer necessary for the performance of contractual or statutory duties, these data will normally be erased unless continued processing thereof – for a limited period – is necessary for the following purposes:

- Performance of retention duties under commercial law and tax law, which may ensue from, for example: the *Handelsgesetzbuch* (HGB) [German Commercial Code], *Abgabenordnung* (AO) [German Tax Code]. Retention periods and/or documentation periods of ordinarily up to ten years are prescribed thereunder.
- Preservation of evidence in the context of the statutory provisions concerning the limitation of claims. These limitation periods may be up to 30 years according to Sections 195 et seqq. *Bürgerliches Gesetzbuch* (BGB) [German Civil Code], but the normal limitation period is three years.

What data protection rights do I have?

Every data subject has the right of access under Article 15 GDPR, the right to rectification under Article 16 GDPR, the right to erasure under Article 17 GDPR, the right to restriction of processing under Article 18 GDPR, the right to object under Article 21 GDPR and

the right to data portability under Article 20 GDPR. The right of access and the right to erasure are subject to the restrictions under Sections 34 and 35 *BDSG*. Furthermore, you have a right to lodge a complaint with a relevant data protection supervisory authority (Article 77 GDPR in conjunction with Section 19 *BDSG*).

You can revoke at any time the consent you have given us regarding the processing of personal data. This also applies to the revocation of declarations of consent issued to us before the GDPR entered into force, i.e. before 25 May 2018. Please note that revocation will only be effective for the future. It shall not affect any processing carried out prior to revocation.

Am I obliged to provide data?

In the context of our business relationship, it is essential that you provide the personal data necessary for establishing, carrying out and discontinuing a business relationship and for performing the contractual duties relating thereto, or the personal data that we are legally obliged to collect. Without these data, we shall ordinarily not be in a position to enter into, carry out and discontinue a contract with you.

To what extent does automatic decision-making and profiling take place?

As a rule, we shall not use fully automated decision-making, as set out in Article 22 GDPR, for establishing and carrying out the business relationship. If we use these methods in individual cases (e.g. when evaluating suppliers), we shall separately inform you of this and your rights in this connection, insofar as this is legally stipulated.

Information on your right to object under Article 21 GDPR

Right to object on a case-by-case basis

You have the right to object at any time, on grounds relating to your particular situation, to any processing of your personal data that is based on Article 6 (1) e) GDPR (data processing in the public interest) and Article 6 (1) f) GDPR (data processing on the basis of a balancing of interests); this also applies to any profiling based on this provision within the meaning of Article 4, no. 4 GDPR.

If you lodge an objection, we shall no longer process your personal data, unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves the assertion, exercise or defence of legal claims.

Recipient of the objection

The objection can be made informally with the subject line "Objection", stating your name, address and date of birth, and should be addressed to:

Viridium Service Management GmbH
-Purchasing-
Dornhofstraße 36
63263 Neu-Isenburg
Email: einkauf@viridium-gruppe.com

Right to lodge a complaint

You have the right to lodge a complaint with the aforementioned data protection officer or a data protection supervisory authority.

The relevant data protection supervisory authority for

Proxalto Lebensversicherung AG and Proxalto Service Management GmbH:

Bayerisches Landesamt für Datenschutzaufsicht
[Bavarian State Office for Data Protection Supervision]

Office address:
Promenade 18
91522 Ansbach

Postal address:
Postfach 1349
91504 Ansbach

Telephone: +49 981 180093 – 0
Email: poststelle@lda.bayern.de

The relevant data protection supervisory authority for

Heidelberger Lebensversicherung AG, Skandia Lebensversicherung AG, Skandia Portfolio Management GmbH, Entis Lebensversicherung AG, Entis Service Management GmbH, Viridium Holding AG, Viridium Service Management GmbH, Viridium Rückversicherung AG:

Der Hessische Beauftragte für Datenschutz und Informationssicherheit [The Hessian Commissioner for Data Protection and Information Security]

Gustav-Stresemann-Ring 1
65189 Wiesbaden
Telephone: +49 611 1408 – 0
Email: poststelle@datenschutz.hessen.de

The relevant data protection supervisory authority for

Viridium Group GmbH & Co. KG:

Der Landesbeauftragte für den Datenschutz und die Informationsfreiheit Nordrhein-Westfalen [The State Commissioner for Data Protection and Information Security North-Rhine Westfalia]

Office address:
Kavalleriestraße 2-4
40213 Düsseldorf

Postal address:
Postfach 20 04 44
40102 Düsseldorf

Telephone: +49 211 38424 – 0
Email: poststelle@ldi.nrw.de

The relevant data protection supervisory authority for

Heidelberger Leben Service Management GmbH and LV Bestandsservice GmbH:

Der Landesbeauftragte für den Datenschutz und die Informationsfreiheit Baden-Württemberg
[The State Commissioner for Data Protection and Freedom of Information Baden-Wuerttemberg]

Office address:
Lautenschlagerstraße 20
70173 Stuttgart

Postal address:
Postfach 10 29 32
70025 Stuttgart

Telephone: +49 711 61 55 41 – 0
Email: poststelle@lfdi.bwl.de