

## General information about the use of data in accordance with Art. 13 DSGVO

We treat the protection of your personal data as a matter of great importance. We process your data strictly in accordance with the legal provisions, in particular the EU General Data Protection Regulation (DSGVO) and the Federal Data Protection Act (BDSG revised version). In the following pages we explain how we handle your personal data.

### 1. Data controller

The data controller in the sense of the DSGVO is

Wernsing Feinkost GmbH, Kartoffelweg 1, 49632 Addrup-Essen,  
Tel. 05438/51-01, [info@wernsing.de](mailto:info@wernsing.de)

### 2. Data protection officer

For all questions relating to the processing of your personal data and the exercising of your rights under the DSGVO, please contact our data protection officer:

Isabell Hüther, Tel. 05438/51-605, [datenschutz@wernsing.de](mailto:datenschutz@wernsing.de)

### 3. Sources of personal data

We process personal data which we receive from our suppliers, customers and interested parties in the course of our business relationship. In addition, we also process personal data - insofar as this is necessary for the provision of our services - which we obtain legally from publicly accessible sources or which are legitimately provided to us by other companies within the group or by other third parties (e.g. credit agencies).

### 4. Which categories of personal data do we process?

We process the following categories of personal data:

- General data (e.g. name, address, customer number)
- Communication data (e.g. contact person)
- Order data (e.g. delivery addresses)
- Data for the fulfilment of our contractual obligations (e.g. sales data by product)
- Information about your creditworthiness
- Correspondence (e.g. business communication with you)
- Advertising, sales and distribution data
- Information which you provide to us, for example in the context of complaints or other damage claims

There is no legal or contractual obligation for you to provide us with your data. However, we will not be able to process your enquiry without the required information.

If you do not use any encryption technology, the transmission of your personal data by e-mail is not end-to-end encrypted. For this reason, we cannot unilaterally guarantee the security of this data.

### 5. Purposes of the data processing and legal basis

We use your personal data for the following purposes:

- Making contact
- Order processing
- Production planning and management
- Storage and delivery
- Procurement
- Complaints handling
- Damage claims processing
- Human Resources management
- Accounting
- Project management and contract management

We handle personal data in accordance with the legal requirements within the legal framework specified below.

- The fulfilment of contractual obligations (section 6 subsection 1 letter b DSGVO)  
The processing of personal data is carried out within the framework of the establishment, execution or termination of contracts
- In the context of the weighing up of interests (section 6 subsection 1 letter f DSGVO)  
Insofar as necessary, we store and process your data beyond the actual fulfilment of the contract in order to protect the legitimate interests of ourselves or third parties. These include, for example, inquiries to credit agencies to determine creditworthiness, assertion of legal claims and defence in legal disputes.
- Based on your consent (section 6 subsection 1 letter a DSGVO)

Insofar as you have given us your consent to process personal data for specific purposes (e.g. forwarding of data to companies affiliated with us; advertising), this processing is legitimate on the basis of your consent. Any consent given can be revoked at any time.

- On the basis of legal requirements (section 6 subsection 1 letter c)  
As a company in the food industry, we are subject to various legal requirements, including commercial law and tax law. The regulations contained therein oblige us, among other things, to collect, process and store personal data. These purposes include the recording and documentation of all transactions and the storage of documents in accordance with tax law.

## 6. Who will receive your data?

Within the company, your data will be passed on to those departments which require it to fulfil our legal and contractual obligations.

With regard to the transfer of data to recipients outside the company, it should first be noted that we comply with the applicable data protection regulations. We are only allowed to pass on information about you to the extent permitted. As a matter of principle, we only pass on personal data to the extent necessary for the specific purpose. Under these circumstances, additional recipients of personal data may be:

- Public bodies and institutions (e.g. government authorities) where there is a legal or regulatory obligation
- Carriers for the purpose of performing the agreed service
- Banking services, insurance companies, postal services
- Lawyers, courts or bailiffs in the context of legal disputes
- Commercial credit insurers to secure receivables, provided that the volume of business with you exceeds certain value limits.

Further recipients of data may also include those entities for which you have given us your consent to the transfer of data.

## 7. Transfer to third countries

We do not intend to transfer the data to any third country.

## 8. Duration of data storage

Insofar as necessary, we process and store your personal data for the duration of our business relationship, which also includes the initiation and termination phase of a contract. It should be noted that our business relationship may be an ongoing contractual obligation which is intended to last for many years.

Furthermore, we are subject to various storage and documentation obligations:

- Fulfilment of commercial and tax law retention obligations as per the German Commercial Code (HGB) and the German Fiscal Code (AO). These stipulate retention and documentation periods of up to 10 years.
- Preservation of evidence within the framework of the legal statute of limitations  
In accordance with sections 195 and following of the German Civil Code (BGB), the the standard limitation period is 3 years; under special circumstances, however, up to 30 years.

## 9. Data security

We attach great importance to the utmost security of our system and use modern data storage and protection technologies to ensure that your data is optimally protected. All systems in which your personal data is stored are protected against access and are only accessible to a specific group of people.

## 10. Your rights

You have the following rights, in the context of which you can contact us or our data protection officer at any time using the details given.

- You have the right to obtain information about the personal data which we hold about you and/or to request copies of such data.
- You have the right to correct incorrect data and, if necessary, to complete incomplete data.
- You have the right to have the personal data which we hold about you deleted if one of the reasons for deletion applies as defined in Section 17 DSGVO.
- You have the right to require us to restrict the use of your data if you dispute the accuracy of the data, if the use is unlawful but you reject its deletion and we no longer require the data, however, you require it for the enforcement, exercising or defence of legal claims or you have lodged an objection to the use of the data in accordance with Section 21 DSGVO.
- You have the right to receive your personal data, which you have made available to us, in a structured, conventional and machine-readable format or to request that it be transferred to another responsible party.

- You have the right to refuse to allow the processing of your data - insofar as this is done in order to protect our legitimate interests in accordance with Section 6 f) DSGVO - provided that there are reasons for doing so which arise from your particular situation.
- You have the right to lodge a complaint with the data protection supervisory authority if you believe that the handling of your personal data violates the law.
- You have the right to revoke the consent you have given to us at any time, without affecting the legality of the processing which took place on the basis of the consent provided up until the point of revocation.
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## **RIGHT TO OBJECT**

Information on your right to object in accordance with section 21 of the General Data Protection Regulation

### **1. Right to object based on an individual situation**

You have the right to object at any time to the processing of your personal data for reasons arising from your particular situation. If you object, we will no longer use your personal data, unless we can prove that there are compelling reasons for processing that are worthy of protection, that outweigh your interests, rights and freedoms, or that the use of the data serves the fulfilment, exercising or defence of legal claims.

### **2. Right to object to processing of data for direct marketing purposes**

In individual cases, we may use your personal data for direct marketing purposes. You have the right to object at any time to the use of your personal data for the purpose of such advertising. If you object to the processing for direct marketing purposes, we will no longer use your personal data for these purposes. The objection can be made in any form and should be addressed if possible to:

Wernsing Feinkost GmbH  
Kartoffelweg 1  
49632 Addrup-Essen  
Tel. 05438 / 51-605  
Fax. 05438 / 51-66 605  
E-Mail: [datenschutz@wernsing.de](mailto:datenschutz@wernsing.de)

## **11. Changes to the data protection statement**

We reserve the right to adapt this data protection statement to technical and legal developments at any time.