

## Obligations to inform under Article 13 GDPR

### What do we want to tell you?

The new European data protection law obligates us to inform you about your personal data that are being processed. To the extent possible, this will occur on a case-by-case basis, such as if you conclude a contract with us or order a newsletter. To inform you as thoroughly as possible about when and why we're processing your personal data, and what rights you have as a data subject, we've summarised the most important cases for you. Of course, we'd be glad to answer any additional questions or requests you might have. The respective contact data are listed in the following, as are the other obligations to inform under Article 13 GDPR.

### Data Controller:

see data privacy statement <https://www.tapio.one/en/policy>

### Data protection officer:

see data privacy statement <https://www.tapio.one/en/policy>

## 1. Purposes for the data processing and their legal bases

There are many individual purposes for which we and you might contact each other. And the data transmitted and processed thereby can be just as diverse. We've summarised the typical cases and purposes for you here, then listed the normal data categories and associated legal bases. For other purposes not mentioned here, you will be informed when the data are collected.

Typical purposes (examples)	Processed data categories	Legal basis	Erasure
<ul style="list-style-type: none"><li>- Purchase of goods or services</li><li>- Additional aspects in connection with the contractual relationship with you, including questions and complaints</li></ul>	Last name, first name, address and electronic contact data, such as email address and telephone number	Initiating and fulfilling contracts [Art. 6 (1) (1) (b) GDPR]	Without undue delay after the purpose of the data's collection no longer applies (has been achieved) or after the end of the subsequent retention period.
<ul style="list-style-type: none"><li>- Subscription to a newsletter</li><li>- Invitation to trade fairs, etc.</li></ul>	Email address, last name, first name, subject matter of the consent	Consent [Art. 6 (1) (1) (a) GDPR]	Without undue delay after withdrawal of consent
<ul style="list-style-type: none"><li>- Keeping your data ready in the IT systems</li><li>- Evaluation for statistical purposes</li><li>- Postal advertisement</li></ul>	Processed data correspond to the originally processed data plus consolidated evaluation data	Protecting legitimate interests [Art. 6 (1) (1) (f) GDPR]	Without undue delay after the purpose of the data's collection no longer applies (has been achieved) or after the end of the subsequent retention period.

## 2. Storage period

As a general principle, the data will be erased as soon as they are no longer needed to attain the goal for which they were collected. Since the legislature has issued various retention requirements with which we must comply, the data will be erased without undue delay after those time limits expire.

## 3. Recipient

Naturally, the aforementioned data will primarily be processed in our business, but only the competent departments in question will be provided with the data or given access to them. Since we cannot render all the services of a modern business operation ourselves, we use various service providers and suppliers with whom we have concluded appropriate

contractual regulations to protect your data. Additional recipients can be government agencies, for example, to whom we must transmit data due to statutory obligations.

We use those service providers for the following purposes, among others:

- Executing print jobs
- Marketing strategies
- Supporting and maintaining data processing services
- Supporting events such as trade fairs
- Hosting websites

#### **4. Possibility for objection, withdrawal and rectification**

You may at any time lodge an objection against the data processing for certain purposes. You can do this using the contact data [administration@tapio.one](mailto:administration@tapio.one). Whenever your data are processed on the basis of your consent, you may withdraw that consent at any time, with effect for the future. If nothing else is specified, you may send your objection to our address or email addresses given above, regardless of form.

#### **5. Rights of the data subject**

You have the following rights regarding the personal data we are processing which concern you: right of access, rectification or erasure; right to restriction of processing; right to lodge an objection against the processing and the right to data portability. You also have the right to lodge a complaint with a supervisory authority.

#### **6. Additional information**

You can find additional data privacy information on our websites.

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