

# Data Privacy Statement and Information in accordance with Articles 13 and 14 of the GDPR

## General

This declaration and information is intended for our contractors, suppliers and other contracting parties and dialogue partners beyond the activities for our clients and for their respective legal representatives and other employees.

We attach great importance to your privacy and strictly adhere to data protection regulations when processing data.

Please also forward this information to the current and future authorised representatives and possible co-insured persons.

## Name and contact details of the responsible party

Ecclesia Holding GmbH  
Ecclesiastrasse 1 – 4  
32758 Detmold  
Telephone +49 (0) 5231 603-0  
Telefax +49 (0) 5231 603-197  
Email [info@ecclesia-gruppe.de](mailto:info@ecclesia-gruppe.de)

## Contact details of the data protection officer

Ecclesia Holding GmbH  
Data protection officer  
Ecclesiastrasse 1 – 4  
32758 Detmold  
Telephone +49 (0) 5231 603-6129  
Telefax +49 (0) 5231 603-606129  
Email [dsb@ecclesia-gruppe.de](mailto:dsb@ecclesia-gruppe.de)

## Purposes for the processing of personal data, as well as the legal basis for the processing

We only process your data for the purpose of establishing, handling, administrating a business relationship or executing a transaction and for implementing pre-contractual measures.

The legal basis for the processing of data is art. 6 para. 1 lit. b of the GDPR.

processing of this data, damage cases cannot be settled, or can only be done so with difficulty.

In the event of special categories of personal data being processed, this shall exclusively take place with your explicit consent. The legal basis for this processing results from art. 9 para. 2 lit. a of the GDPR.

## Categories of personal data that are processed

Personal data is all information which relates to an identified or identifiable natural person.

Various categories of personal data are processed for establishing, handling, administrating a business relationship or executing a transaction and for implementing pre-contractual measures. Examples of these include name, address, bank details, communication data etc.

Special categories of personal data shall only be processed with your consent. Among other things, this involves health-related data.

## Recipients of your personal data

Your personal data shall only be passed on to third parties with your consent or if there is a legal justification for consent. In addition, our employees are obligated to confidentiality and compliance with the provisions of data protection legislation.

Transmission of your personal data to state institutions and authorities who are entitled to receive such information shall only take place within the framework of the relevant legislation, or if we are obligated to do so due to an official or judicial decision.

Particularly within the framework of establishing, handling, administrating a business relationship or executing a transaction and for implementing pre-contractual measures, it may be necessary to transmit your data to other locations or receive data from these locations. This involves:

- Other contractors of our company
- Technical service providers
- IT support service providers
- Affiliated companies

## Your security

We take technical and organisational measures to protect your data against unauthorised access, loss, manipulation and destruction. Our security measures are constantly being updated in accordance with technological development.

## Storage duration

Your personal data is stored for the purpose of establishing, handling, administrating a business relationship or executing a transaction

and for implementing pre-contractual measures.

Provided that your personal data is no longer necessary for these purposes, it will be automatically deleted.

Establishing, handling, administrating a business relationship or executing a transaction and implementing pre-contractual measures include, in particular, the retention of documents and information within the framework of the statutory retention periods (up to ten years).

### **Rights of the persons affected**

You have a right to access information about your stored personal data at any time. According to articles 16 to 20 of the GDPR, you also have the right to the correction of inaccurate data, the right to the deletion of your personal data, the right to restrict the processing of your personal data, as well as the right to data portability.

### **Right to revoke consent**

You have the right to revoke your given consent at any time. This revocation shall apply with immediate future effect. The lawfulness of any processing carried out until the moment of revocation on the basis of consent shall not be affected by the revocation.

### **Right to complain**

If you are of the opinion that the processing of your personal data constitutes a violation of the GDPR, then you have the right to lodge a complaint with a supervisory authority.

### **Provision of your personal data**

Without processing your personal data, it is not possible for us to establish, handle, and administrate a business relationship or to execute a transaction and to implement pre-contractual measures.

This is why it is necessary to disclose your personal data.

In specific cases, for example in the event of damages, this may involve voluntary information. Where this is the case, we shall make you aware accordingly. The personal data provided by you is processed solely for the purposes communicated.

### **Sources from which your personal data originates**

If we have not collected your personal data directly from you, this data originates from the following sources:

- Your employer
- Technical service providers
- Sources accessible to the public (e.g. official register, address directories, internet).

### **Questions, suggestions, complaints**

If you have additional questions about the data protection information and the processing of your personal data, you can contact us or our data protection officer directly using the contact details specified above.