

## Data Privacy Statement

### Pursuant to the EU General Data Protection Regulation (GDPR)

In accordance with Art. 13 of the GDPR, this privacy statement will inform you comprehensively about the purpose and the scope of the collection, processing and storage of your personal data by us and of your rights under the applicable data protection laws.

**Note:** The collection of personal data via the website of IR Language Services is governed by a separate data privacy statement (<http://www.ir-language-services.de/english/contact.html>).

#### I. Data Controller and Data Protection Officer

IR Language Services is a sole proprietorship business without any employees. Hence the appointment of a dedicated Data Protection Officer is not necessary. The person who is responsible for the processing of your personal data within the meaning of the GDPR and the German Federal Data Privacy Act (BDSG) is the owner of IR Language Services:

Isabella Reindl

Hennenberg 14

92334 Berching (Germany)

e-mail: [isabellareindl@googlemail.com](mailto:isabellareindl@googlemail.com)

Please direct all enquiries regarding data privacy in writing to the above postal or e-mail address. This can be done informally.

#### II. Legal Bases and Purposes of Data Processing

IR Language Services will process any personal data in accordance with the applicable legal provisions on personal data protection, in particular the European General Data Protection Regulation (GDPR) and the German Federal Data Privacy Act (BDSG).

We will process your personal data (Art. 4(2) of the GDPR) solely for carrying out pre-contractual actions (e.g. for preparing offers) and/or for fulfilling our contractual obligations (e.g. for providing our services or processing your payments) (Art. 6(1)(b) of the GDPR).

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Where and to the extent necessary, we will process your data beyond the actual performance of our contract for pursuing our legitimate interests (Art. 6(1)(f) of the GDPR).

If you have given consent to the processing of your personal data for specific purposes, the lawfulness of such processing is given by your consent (Art. 6(1)(a) of the GDPR). You may withdraw your consent at any time with effect for the future; the withdrawal of your consent will not affect the lawfulness of data processing based on your consent prior to the withdrawal (Art. 7(3) of the GDPR).

We will furthermore process your personal data if we are required by law to do so (e.g. on account of tax regulations) (Art. 6(1)(c) of the GDPR).

### III. Data Sources / Data Categories

Your personal data will usually be provided by yourself in the course of establishing a business relationship or during an ongoing business relationship. Such information is essential for establishing, executing and terminating a contractual relationship and for fulfilling the related contractual and legal obligations. Contract performance is not possible without the availability of this information.

By way of exception and under certain conditions, your personal data may be obtained from other sources as well. This includes case-specific enquiries to consumer and/or commercial credit reporting agencies for relevant information, in particular regarding your credit standing and credit behaviour.

As a rule, personal data will be collected, processed and stored by IR Language Services only to the extent necessary for providing its services. This applies to the following data categories:

#### 1. For Corporate Customers:

- Master data (e.g. forms of address, first/last name of current and, if necessary, previous contact persons including any name prefixes/suffixes)
- Contact details (corporate name and address of the customer, business phone numbers including extensions, business mobile phone numbers (if applicable), business e-mail addresses)
- Job-related data (e.g. position within the company, department)

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## 2. For Private Customers:

- Master data (form of address, first/last name including any name prefixes/suffixes)
- Contact details (e.g. private address, home phone number, mobile phone number, e-mail address)
- Information on credit standing and credit behaviour, if necessary.

## 3. Job-intrinsic Data:

- Different types of personal data that may be contained in the documents provided by the customer for a specific job (documents to be translated, reference materials).

**IV. Storage Duration and Retention Periods**

Where and to the extent necessary, we will process and store your personal data for the entire duration of our business relationship, which includes also the preparation and termination phase of a contract (Art. 6(1)(b) of the GDPR).

Your data will be stored beyond the duration of our contractual relationship only in cases where we are either entitled or legally required to do so (Art. 6(1)(c) of the GDPR).

For instance, Section 147 of the German Fiscal Code (AO) establishes a statutory retention period for business records of up to ten years.

Finally, the storage duration is also determined by the statutory periods of limitation, which, pursuant e.g. to Section 195 and following of the German Civil Code (BGB), is usually three years, but may be as long as thirty years in certain cases.

As soon as your data is no longer needed for the aforementioned purposes, or upon withdrawal of your consent, we will delete it. If an enquiry by a potential customer does not lead to the placement of an order, we will delete the personal data provided by the enquirer after a reasonable period of time.

## V. Recipients or Categories of Recipients

Any personal data provided by you will usually be processed exclusively by IR Language Services.

Personal data will be disclosed to third parties only where and to the extent necessary for fulfilling our contractual obligations. In certain cases provided for by the law, we will disclose personal data also to certain public institutions, such as revenue authorities, customs authorities or law enforcement authorities.

Personal data will be transferred to third countries (i.e., non-member states of the European Economic Area – EEA) only where and to the extent necessary either for fulfilling our contractual obligations or required by law, or if you have given us your consent to do so.

## VI. Your Rights as a Data Subject

Pursuant to the GDPR, you as a data subject have a number of rights, the most important ones being the following:

### 1. Right of Access

Pursuant to Art. 15 of the GDPR, you are entitled to be granted access to the personal data relating to you that is being processed by us. Please be aware that, under certain conditions, your access right may be restricted by other applicable legal provisions (e.g. Section 34 of the BDSG).

### 2. Right to Rectification

If the information relating to you is not (or no longer) accurate, you have the right to request the correction of the data in question pursuant to Art. 16 of the GDPR. If your personal data is incomplete, you have the right to request the completion of the same.

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### 3. Right to Erasure

You may request the erasure of your personal data under the conditions set forth in Art. 17 of the GDPR. Your right to data erasure depends, among other factors, upon whether the data relating to you is still needed by us, in particular for fulfilling our contractual obligations.

### 4. Right to Restriction of Processing

You have the right to request the restriction of processing of any data relating to you within the limits set out in Art. 18 of the GDPR.

### 5. Right to Object

Pursuant to Art. 21 of the GDPR, you have the right to object to the processing of any personal data relating to you performed under Art. 6(1)(e) and 6(1)(f) of the GDPR at any time on grounds relating to your particular situation.

### 6. Right to Lodge a Complaint

If you believe that we have failed to comply with applicable data protection regulations when processing your personal data, you have the right to lodge a complaint with a supervisory authority pursuant to Art. 77 of the GDPR. You may direct your complaint to the national supervisory authority having competence either at your habitual residence, place of work, or place of the alleged infringement.

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