

Information requirements – for processing personal data of contracting parties

Who is responsible for this processing operation?

“The person/company responsible” (as defined by Art. 4 (7) EU GDPR) is:

Ramboll Management Consulting GmbH

Jürgen-Töpfer-Straße 48
22763 Hamburg, Germany

If you have any questions regarding data privacy, you are welcome to contact our data protection officer.

TÜV SÜD Akademie GmbH

Viktoria Richter
Westendstraße 160
80339 Munich, Germany
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E-Mail: Viktoria.Richter@tuvsud.com

Which personal data is processed?

Ramboll Management Consulting GmbH processes the data that you have provided in connection with the businessrelationship.

The categories of data include:

- Title, name, business address of the contact of the contracting partner,
- Business contact data such as telephone number and email address.

For what purpose and on what basis are we processing the data?

Collection and processing in connection with a business relationship based on a legitimate interest

Ramboll Management Consulting GmbH collects and processes the personal data mentioned above in connection with the acceptance and fulfilment of contractual obligations based on a legitimate interest. Through an existing business relationship (interested party, supplier or business partner as a legal entity) Ramboll Management Consulting GmbH processes and stores contact data as well as information about business processes (Legal basis: Art. 6 (1)(f) EU GDPR).

Collection and processing in connection of a business relationship on the basis of a contract

Ramboll Management Consulting GmbH collects and processes the personal data mentioned above in connection with the acceptance and fulfilment of contractual obligations. Through an existing business relationship (interested party, supplier or business partner) Ramboll Management Consulting GmbH processes and stores contact data as well as information about business processes (Legal basis: Art. 6 (1)(b) EU GDPR).

On the basis of legal requirements:

Legal provisions obligate and authorise Ramboll Management Consulting GmbH to process personal data. This can be, among other things, the establishment or defence of legal claims (Legal basis: Art. 6 (1)(c) EU GDPR).

Collection and processing based on your consent

If your personal data is collected and processed based on consent in accordance with Art. 6 (1)(a) EU GDPR, you have expressly and voluntarily agreed to this beforehand. The exact purpose is, in this case, dependent on your consent and thus shown thereon. In the case of consent, you have the right to

withdraw this consent at any time with immediate effect.

Does a transfer take place?

We only then transmit your personal data to other recipients or only then grant other recipients access to your personal data, if this is required for the relevant purposes of processing this personal data or if we have entrusted other recipients with fulfilling individual tasks or services and thus access to this personal data is required or not ruled out. The categories of recipients of personal data are:

- Internal departments that are involved in carrying out the relevant business processes (such as Purchasing, Accounting, HR, Marketing, IT),
- Affiliated companies of our corporate group inside and outside the EU/EEA,
- External service providers for direct independent support of the relevant business processes (such as courier or delivery service provider, tax advisor, auditor),
- Data processor, where applicable,
- Companies in connection with shared responsibility, where applicable.

The transmission of personal data to the above-mentioned recipients takes place: based on your consent in accordance with Art. 6 (1)(a) EU GDPR, if this is required to fulfil a contract or carry out precontractual measures with you in accordance with Art. 6 (1)(b) EU GDPR, based on a legitimate interest of those responsible in accordance with Art. 6 (1)(f) EU GDPR or based on order processing in accordance with Art. 28(1) EU GDPR.

Furthermore, your personal data will be transmitted to state institutions or public authorities, if we are obliged to provide information within the scope of possible legal disclosures of information or through an administrative or judicial decision. Transmission of your personal data is also made to state institutions or public authorities, if this is required for the prosecution of criminal offences against us as an injured party or for the establishment, exercise, defence of legal claims (legal grounds for processing your personal data: Legitimate interest of those responsible in accordance with Art. 6 (1)(f) EU GDPR, processing for other purposes by private parties in accordance with § 24 (1) German Data Protection Act (BDSG).

What storage period exists?

The storage period of personal data shall be determined by contractual, legal and procedural requirements. Personal data will only be stored for as long as the knowledge for fulfilling the purposes of their relevant processing is required. This is the case, as a general rule, so long as this is required for fulfilling a contract with you. Furthermore, personal data with fiscal relevance is generally stored for a period of 10 years, and other personal data is stored in accordance with the provisions of the German Commercial Code, generally for a period of 6 years.

Which rights do you have as a party concerned?

In the following, we would like to explain the rights of the parties concerned. You are entitled to the following rights regarding this processing:

a. Right to information

You have the right to obtain information on your personal data processed by us within the scope of Art. 15 EU GDPR at any time upon request. For this, you can make a request by post or email to the addresses mentioned above.

b. Right to rectification of inaccurate data

You have the right to request the immediate rectification of inaccurate personal data (Art. 16 EU GDPR). Please contact the email addresses mentioned above.

c. Right to deletion

You have the right to prompt deletion ("Right to be forgotten") of your personal data if you present legal grounds in accordance with Art. 17 EU GDPR. These exist if the personal data for purposes which they have been initially processed are no longer necessary or you have withdrawn your consent, and if there is no further legal basis for processing; the person concerned objects to the processing (and no overriding grounds exist for the processing – this does not apply in the case of objections to direct mailing). In order to assert your aforesaid right, please contact the email addresses specified above.

d. Right to restrict processing

You have the right to restrict the processing, provided that the requirements are met and pursuant to Art. 18 EU GDPR. Thereafter, the restriction of processing, in particular, may be necessary if the processing is unlawful and the person concerned refuses the deletion of personal data and instead requests for a restriction on the use of personal data or the person concerned has filed an objection against the processing in accordance with Art. 21 (1) EU GDPR, as long as it has not been determined whether our legitimate reasons outweigh theirs. In order to assert your aforesaid right, please contact the email addresses specified above.

e. Right to data portability

You have the right to data portability in accordance with Art. 20 EU GDPR. Here, you have the right to obtain the data concerning you, that you have provided, in a common, structured and machine-readable format, and to transfer this data to another person/company responsible, for example another service provider. The prerequisite of this is that the processing depends on a consent or a contract and takes place with the use of automated processes. In order to assert your aforesaid right, please contact the email addresses specified above.

f. Right to withdrawal or objection

You have the right, on grounds relating to your particular situation, to appeal the processing of the personal data concerning you, which is carried out based on Art. 6(1)(e) or (f) EU GDPR, in accordance with Art. 21 EU GDPR at any time. We will stop the processing of your personal data, except where we can prove compelling legitimate grounds for the processing, which outweigh your interests, rights and freedoms, or the processing serves the purpose of the establishment, exercise, defence of legal claims. In order to assert your aforesaid right, please contact the email addresses specified above. Additionally, you are entitled to withdraw your consent at any time, Art. 7 (3) GDPR.

g. Right to appeal to the competent supervisory authorities

If you are of the opinion that our processing of personal data concerning you is not permitted, you have the right to appeal to the competent supervisory authorities, which you can contact below:

The Hamburg Commissioner for Data Protection and Freedom of Information („Der Hamburgische Beauftragte für Datenschutz und Informationsfreiheit“)

Ludwig-Erhard-Str 22, 7. OG
20459 Hamburg, Germany
Tel.: 040 / 428 54 - 4040
Fax: 040 / 428 54 - 4000
E-Mail: mailbox@datenschutz.hamburg.de