



Dear Customers,  
Dear Business Partners,

The GDPR has been in force throughout Europe since 25 May 2018. As the protection of your data is highly important to us, we would like to inform you about the personal data we process. We mainly use your data to execute orders, bill for our services and stay in touch with our customers, suppliers and service providers. All categories of processed data are listed in Section 2.

## 1.) Who is responsible for the processing of personal data and who can I contact?

The controller, as defined by the statutory data protection provisions (General Data Protection Regulation; Federal Data Protection Act), is:

TRAPOROL GmbH  
Industriestrasse 1  
D-48712 Gescher-Hochmoor  
Managing Director: Mr Damiano Mele

If you have any questions about data protection, you can contact our Data Protection Officer at Ingenieurbüro-HCH, Datenschutzbeauftragter Dr. Heiner Hollekamp, Badiel 12, D-48683 Ahaus, [www.ingenieur-buero-hch.com](http://www.ingenieur-buero-hch.com), Tel.: +49 2561 865 866 or [info@ingenieurbuero-hch.com](mailto:info@ingenieurbuero-hch.com).

## 2.) Which categories of personal data are processed? Why is personal data processed and on what legal grounds?

We process your personal data for the following reasons and on the following legal grounds:

- The provision of receivables management services (incl. responding to enquiries, billing and asserting rights) and the settlement of public connection and usage relationships on the basis of Art 6.1 c) GDPR
- Marketing (reasons indicated below)
- The observance of legal obligations (requirements stipulated by commercial and/or tax law)

We process the following personal data:

- Contact details (for usual correspondence, e.g. name, address, email, phone number)
- IT data (e.g. your access permissions)
- Information required to execute a contract
- Billing data (e.g. bank details)
- Framework agreement data



### 3.) Will my personal data be disclosed to third parties?

Your data will only be disclosed or transferred to the recipients and/or categories of recipients indicated in Section 2, as well as to public authorities or other authorised bodies, if we are legally obliged to do so.

### 4.) Will my personal data be transferred to third countries?

Your personal data will not be transferred to third countries.

### 5.) How long will my personal data be stored?

Your personal data will be stored for as long as legally necessary for the purposes indicated in Section 2. If personal data is used for direct advertising or market research, it will be stored for a maximum of 2 years.

### 6.) What rights do I have with regard to my personal data?

- Right to access (Art. 15 GDPR)
- Right to rectification (Art. 16 GDPR)
- Right to erasure (Art. 17 GDPR)
- Right to the restriction of processing (Art. 18 GDPR)
- Right to data portability (Art. 20 GDPR)
- Right to withdraw consent (Art. 7.3 GDPR)
- Right to lodge a complaint with a supervisory authority (Art. 77 GDPR)

#### **Right to object:**

You may object to the processing of your personal data at any time. Once we have received your request, we will stop using this personal data for direct advertising or market research, and we will delete the data if it is not being used for other purposes.

Your objection should be sent to Ingenieurbüro-HCH, Badiek 12, D-48683 Ahaus or [info@ingenieurbuero-hch.com](mailto:info@ingenieurbuero-hch.com).

We will be happy to answer any questions you might have.

TRAPOROL GmbH