

## **Data Protection Declaration: Processing of Customer Data**

Dear Customer,

We take data protection and transparency of data processing very seriously. Therefore, we would like to inform you in the following on the processing and usage of your data and your rights according to data protection regulations.

### **Entity Responsible for Processing of Data (Data Controller)**

Data Controller is the respective company of our cooperation that is your contact partner:

ESTEVE Pharmaceuticals GmbH  
Hohenzollerndamm 150-151  
14199 Berlin

### **Contact of the Data Protection Officer**

Our Data Protection Officer shall support you as your contact person on all data protection-related matters regarding ESTEVE Pharmaceuticals GmbH:

ESTEVE Pharmaceuticals GmbH  
Data Protection Officer  
Hohenzollerndamm 150-151  
14199 Berlin  
Phone +49 30 3384270  
Fax +49 30 897480-45  
[E-mail: datenschutz@riemser.com](mailto:datenschutz@riemser.com)

## **Your Rights**

Upon request, you have the right to obtain free information on your stored personal data. Additionally, you have the right to obtain the rectification of inaccurate personal data, the right to obtain a restriction of the excessive processing of personal data as well as the right to obtain the erasure of unlawfully processed personal data or data which is stored too long (as far as there are no legal obligations to store the data). Furthermore, you have the right to receive your personal data in a structured, commonly used and machine-readable format and to transmit those data to another controller (right to data portability), as long as the data in question has been provided to us under a given consent or in fulfillment of a contract.

Insofar as you have also a right to object to individual processes, this will be discussed within the description of the individual process.

In order to exercise your rights you can contact us under the above-mentioned contact details.

In addition, you have the right to lodge a complaint with a supervisory authority.

## **Voluntary Provision of Data**

The provision of your personal data is generally voluntary. However, for the conclusion and execution of a contract it is mandatory that we process some of your personal data. This data includes among others your business address, further details about your company and information regarding the nature of the contractual relationship.

## **Which Data is Collected?**

All information that we can somehow match to you is considered personal data. This includes such information that is matched indirectly via an identifier such as a name, an identification number or location data.

In order to guarantee a best possible cooperation, we generally collect the following personal data from you:

- Name, First Name, Title
- Business Address (Street, Number, Postal Code, Place of Residence, Country)
- Business Contact (Name of Contact Person)
- Office Telephone- and Fax-Number, Number of Mobile Phone
- Business Bank Account
- Job Title, Specialization, Department
- E-Mail-Address and Website

## **Purpose of Data Collection, Usage and Transfer of Data**

We process your data in order to establish a contractual relationship and/or to execute an existing contractual relationship between you and ESTEVE Pharmaceuticals GmbH. We process your data to execute orders and to optimize our customer management.

We also use the services of external partners: We may transfer personal data for the execution of orders to logistics and transport service providers as well as to specialists regarding invoice processing. The external partners are contractually obliged to keep all such information strictly confidential and the use of such data for own purposes is prohibited.

Your data is only processed in Germany or countries that are EU / EEA member states. If, by way of exception, we use a service provider outside EU / EEA, this is only the case if an adequate level of data protection is ensured.

## **Legal Basis**

The processing of personal data is regularly based on Art. 6 (1) lit. b GDPR. According to Art. 6 (1) lit. b GDPR the processing of personal data is lawful if the processing is necessary for the establishing or execution of a contract. The above mentioned data is necessary to maintain the contractual relationship.

## **Storage Period**

The personal data stored within the scope of a contractual relationship will be deleted after the purpose for its storage no longer exists. Alternatively, we reduce the processing if legal obligations exist that demand the storage of the data. A large amount of personal data is needed for tax purposes. It therefore has to be stored for ten years after invoicing or completion of the accounting transaction in accordance with the retention periods required by commercial and tax law, § 147 Tax Code and § 257 German Commercial Code. Special regulations from pharmaceutical laws can also demand for a longer storage period of the data.