

Principles of data processing

Within the framework of this business relationship, your personal data will be processed by the responsible person and stored for the duration necessary to fulfill the specified purposes and legal obligations. In the following, we will inform you which data are involved, how they are processed and what rights you have in this respect, in particular with regard to the General Data Protection Regulation (GDPR)

Who is responsible for data processing?

The person responsible for the data processing within the scope of the data protection law is:

All Organic Treasures GmbH, Am Mühlbach 38 in 87487 Wiggensbach, Germany

You will find further information on our company, details of authorised representatives and other contact details in the imprint on our website: <https://www.aot.de>

Which data of yours are processed by us? And for what purposes?

We only process personal data that is required to fulfill the specified purposes and legal obligations. These may be the following categories:

- Contact information such as salutation, first name, surname, address, e-mail address, telephone numbers
- Other information such as access data, IP address or payment data

If we have received data from you, we will process them only for the purposes for which we have received or collected them, for example

- for the fulfillment of the contract and the execution of the contract
- for correspondence with you
- for the fulfillment of legal and statutory obligations
- for the protection of legitimate interests
- for the processing of any existing mutual settlements

Data processing for other purposes can only be considered if the necessary legal requirements pursuant to Art. 6 Para. 4 DSGVO have been met. In this case, we will of course comply with any information obligations under Art. 13 para. 3 DSGVO and Art. 14 para. 4 DSGVO.

What is the legal basis for this?

The legal basis for the processing of personal data is in principle Art. 6 DSGVO, unless there are specific legal provisions. In particular, the following possibilities can be considered :

- Consent (Art. 6 para. 1 lit. a) DSGVO)
- Data processing for the performance of contracts (Art. 6 para. 1 lit. b) DSGVO)

Data processing is necessary in particular to guarantee the completeness and correctness of the data as well as their digitalisation and to be able to carry out the contract.

- Data processing on the basis of a weighing of interests (Art. 6 para. 1 lit. f) DSGVO)

Data processing is particularly necessary in order to guarantee and optimise informed decisions of the parties involved in their interest, as well as to guarantee a permanently high quality and uniformity of customer advice by the person responsible.

- Data processing to fulfil a legal obligation (Art. 6 para. 1 lit. c) DSGVO)

Data processing is required in particular to guarantee the completeness and correctness of tax data in accordance with the German Tax Code (Abgabenordnung), the German Trade Code (Gewerbeordnung) and the German Commercial Code (Handelsgesetzbuch).

If personal data is processed on the basis of your consent, you have the right to revoke this consent at any time with effect for the future. If we process data on the basis of a weighing of interests, you as the data subject have the right to object to the processing of personal data, taking into account the provisions of Art. 21 DSGVO.

How long is the data stored?

We process the data as long as this is necessary for the respective purpose. Insofar as legal storage obligations exist - e.g. in commercial law or tax law - the relevant personal data is stored for the duration of the storage obligation (10 years). After the retention period has expired, we check whether there is any further need for processing. If a necessity no longer exists, the data will be deleted. The general storage period of personal data can exceptionally be up to 30 years, if this is necessary for the assertion, exercise or defence of legal claims.

Of course, you can at any time (see below) request information about your personal data stored by us and in the event of a non-existent necessity to delete the data or restriction of processing.

Data Protection Information pursuant to Art. 13 para. 3 DSGVO

DNR:DS-113-1	Datum: 11.06.2018	Ersteller: TH	Freigabe: BB	<input checked="" type="checkbox"/> öffentl.	<input type="checkbox"/> intern	<input type="checkbox"/> vertraul.
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To which recipients will the data be forwarded?

Your personal data will only be passed on to third parties if this is necessary for the execution of the contract with you, if the passing on is permissible on the basis of a weighing of interests within the meaning of Art. 6 Para. 1 lit. f) DSGVO, if we are legally obliged to pass on the data or if you have given your consent in this respect.

Transfer of personal data to a third country

It is not intended to transfer your personal data to any third country or international organisation unless this is necessary for the performance of the contract with you. You will be separately informed of details where required by law.

Where is the data processed?

Your personal data will be processed by us exclusively in computer centres of the Federal Republic of Germany.

Your rights as an "affected person" - you have the right:

- - Pursuant to Art. 15 DSGVO, you have the right of access to personal data processed by us concerning your person. In particular, you may request information about the processing purposes, the category of personal data, the categories of the recipient to whom your data have been or will be disclosed, the planned storage period, the existence of a right to rectification, deletion, restriction of processing or objection, the existence of a right of complaint, the origin of your data, unless it has been collected from the person responsible, as well as the existence of an automated decision-making process including profiling and, if applicable, meaningful information on its details;
- in accordance with Art. 16 DSGVO, to immediately request the correction of incorrect or incomplete personal data stored by the person responsible;
- to request the deletion of your personal data stored by the responsible person in accordance with Art. 17 DSGVO, unless the processing is necessary to exercise the right to freedom of expression and information, to fulfil a legal obligation, for reasons of public interest or to assert, exercise or defend legal claims;
- - to request the restriction of the processing of your personal data in accordance with Art. 18 DSGVO if the accuracy of the data is disputed by you, the processing is unlawful but you refuse to delete it, the data controller no longer needs the data but you need it to assert, exercise or defend legal claims or you have objected to the processing in accordance with Art. 21 DSGVO;
- in accordance with Art. 20 DSGVO to receive your personal data, which you have provided to the responsible person, in a structured, common and electronically readable format or to request transmission to another responsible person;
- to complain to a supervisory authority pursuant to Art. 77 DSGVO. As a rule, you can contact the supervisory authority at your usual place of residence or workplace or at our company headquarters.

In the case of a request for information which is not made in writing, we ask for your understanding that we may then demand proof from you that you are the person for whom you claim to be.

Right of objection: In particular, you have a right of objection pursuant to Art. 21 (1) and (2) DSGVO against the processing of your data in connection with direct advertising if this is done on the basis of a weighing of interests.

Our data protection official

We have appointed a data protection official in our company. You can reach him under the following contact options:

IDKOM Networks GmbH – data protection official, Unterwanger Straße 3, 87439 Kempten
Herr Thomas Hug, E-Mail: datenschutz@idkom.de

Right of appeal

You have the right to complain to a data protection supervisory authority about the processing of personal data by us:

Bavarian State Office for Data Protection Supervision, Promenade 27, 91522 Ansbach, Germany
Phone 0981 / 531300, Fax 0981 / 53981300, E-Mail: poststelle@lda.bayern.de, Internet: www.lda.bayern.de