Privacy notice for the Online-Task-Management-Service "Trello"

– Information according to art. 13, 14 and 21 of the EU General Data Protection Regulation (GDPR) - Below, we would like to inform you about the processing of personal data in connection with the use of "Trello". You can always find the latest version on our website at: www.gewohl.de/dsgvo.

Who is responsible for data processing and whom can I contact?

The person responsible for data processing directly related to the activation of "Trello" is:

EDUARD GERLACH GmbH Chemische Fabrik Bäckerstraße 4 - 8 32312 Lübbecke Phone: 0 57 41 / 3 30-0

Fax: 0 57 41 / 34 73 00 info@gehwol.de

Type of personal data collected

The following personal data are subject to processing:

User details: first name, last name, phone (optional), email address, password, profile picture (optional), department (optional).

Metadata: subscriber IP addresses, device/hardware information

We process your data for the following purposes and on the following legal basis

We use "Trello" to communicate with prospective or existing contractors and to plan and manage projects (Art. 6 para. 1 p. 1 lit. b GDPR). Furthermore, the use of the tools serves the general simplification and acceleration of communication with us or our company (legitimate interest within the meaning of Art. 6 (1) f GDPR). Insofar as consent has been requested, the tools in question are used on the basis of this consent; consent can be revoked at any time with effect for the future.

Who will get my data?

Personal data processed in connection with participation in "Trello" will generally not be disclosed to third parties unless it is specifically intended for disclosure.

Other recipients: the provider of "Trello" necessarily obtains knowledge of the above-mentioned data to the extent provided for under our order processing agreement with "Trello".

Are any data transferred to a third country or to an international organization?

"Trello" is a service provided by Atlassian B.V., San Francisco, USA. A processing of personal data thus also takes place in a third country. We have concluded an order processing agreement with the provider of "Trello", which complies with the requirements of Art. 28 GDPR.

An adequate level of data protection is guaranteed on the one hand by the conclusion of the so-called EU standard contractual clauses.

For how long will my data be stored?

We generally delete personal data when there is no need for further storage. A requirement may exist in particular if the data is still needed in order to fulfil contractual services, to check and grant or reject warranty and, if applicable, guarantee claims. In the case of statutory retention obligations, deletion only comes into consideration after the expiry of the respective retention obligation.

What data protection rights do I have?

You have the right to information according to Article 15 GDPR,

the right to rectification under Article 16 GDPR,

the right to erasure in accordance with Article 17 GDPR,

the right to restriction of processing under Article 18 GDPR,

the right to object under Article 21 GDPR and the right to data portability under Article 20 GDPR.

Restrictions may apply to the right to information and the right to delete data in accordance with sections 34 and 35 of the BDSG (Federal Data Protection Act).

In addition, there is a right of appeal to a competent data protection supervisory authority (Article 77 GDPR in conjunction with Section 19 BDSG). The supervisory authority responsible for us is:

 $Landes beauftragte \ f\"{u}r\ Datenschutz\ und\ Informationsfreiheit\ Nordrhein-Westfalen$

Kavalleriestr. 2-4 40213 Düsseldorf Phone: 0211 / 38424-0 Fax: 0211 / 38424-10

Email: poststelle@ldi.nrw.de

Our data protection officer

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

EDUARD GERLACH GmbH z.H. Datenschutzbeauftragter Bäckerstraße 4 - 8 32312 Lübbecke Phone: 0 57 41 / 3 30-0

Email: datenschutz@gehwol.de