

Information on data protection

for employees of customers and suppliers of the companies OQEMA AG and OQEMA GmbH

OQEMA AG and OQEMA GmbH process personal data about you. The following information explains the details.

1. Responsible body for data processing

The processing of your data is carried out by

OQEMA AG

Schlossstraße 39

41352 Korschenbroich

Germany

Phone: +49 (0)2161-356-0

email: info@oqema.com

website: www.oqema.com

OQEMA GmbH

Aachener Straße 258

41061 Mönchengladbach

Germany

Phone: +49 (0) 2161-356-0

email: info@oqema.com

website: www.oqema.com

You can reach the company's data protection officer at

VERDATA DATENSCHUTZ GmbH & Co. KG

Tel.: +49 (0) 211 438330-16

email: oqema.dsb@verdata.de

The data protection supervisory authority responsible for the company is

Die Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen

Postfach 20 04 44

40102 Düsseldorf

Phone: +49 (0) 211 38424 0

Fax: +49 (0) 211 38424 10

email: poststelle@ldi.nrw.de

2. Details of data processing

Your data will be processed in detail as follows:

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No.	1. processing	2. purpose	4. data categories	6. deletion period	9. legal basis
12	data protection waste disposal	disposal of business documents	information on business documents	6 months	Art. 6 (1)(f) EDPR
21	Outlook calendar	scheduling	all calendar entries	with Outlook user	Art. 6 (1)(f) EDPR
33	marketing activities	distribution of customer gifts for sales	name, first name, business contact details, pictures	2 years	Art. 6 (1)(f) EDPR
34	marketing newsletter	carrying out demand-driven campaigns for individual sales areas	name, first name, business contact details	2 years	Art. 6 (1)(f) EDPR
59	takeover of business from suppliers	processing the business taken over	name, first name, business contact details	2 years	Art. 6 (1)(b) EDPR
60	sales / purchasing	business correspondence	name, first name, business contact details, if applicable pictures	with termination of business relationship	Art. 6 (1)(b) EDPR
61	address book area sales	business correspondence	name, first name, business contact details	with termination of business relationship	Art. 6 (1)(f) EDPR
62	business cards	business correspondence	name, first name, business contact details	with termination of business relationship	Art. 6 (1)(f) EDPR
68	customer / supplier events	distribution of customer gifts for sale	name, business address, event day	6 years	Art. 6 (1)(f) EDPR
69	sample shipment by suppliers	initiating a business relationship	name, first name, business contact details	2 years	Art. 6 (1)(b) EDPR
70	hotel booking for business partners	booking overnight stays	company name, name, first name	2 years	Art. 6 (1)(f) EDPR
71	recording of vehicle registration numbers of collectors / suppliers of goods	collection documentation	vehicle registration numbers and signatures	10 years	Art. 6 (1)(f) EDPR
77	video surveillance at Mönchengladbach site	Vandalism prevention and education	name, time/date, Comming -going data; activate/deactivate data	72 hours	Art. 6 (1)(f) EDPR
81	Qlikview - Business Warehouse	analysing customer and supplier information	customer and supplier addresses	10 years	Art. 6 (1)(f) EDPR
83	Qlikview - Dashboard	analysing customer and supplier information; Filtering of line items from sales and purchase invoices for office	Customer and supplier master data; order and purchase order items from invoices (transaction data), first name, surname of persons	not defined	Art. 6 (1)(f) EDPR

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		and area sales staff	responsible for office and are sales		
86	scheduling via Doodle	surveys to find appointments with business partners	name, first name, business contact details	at the latest 30 days after the expiry of the last appointment set	Art. 6 (1)(f) EDPR
91	video surveillance at Leipzig site	Vandalism prevention and education (Graffiti), theft, pollution (violation of environmental regulations), offences against traffic regulations	video recordings	At the latest after 7 days, data is overwritten	Art. 6 (1)(f) EDPR
95	video surveillance of the commissary zone (Leipzig site)	Checking the degree of utilisation of the commissary zone, checking customer complaints about goods not received or damaged	video recordings	At the latest after 7 days, data is overwritten	Art. 6 (1)(f) EDPR
96	end-use declarations of the customer	Documentation of the use of goods and the recipient country	company name, address, VAT number, name, function, date, signature, purpose of use, ID no. of the person signing and the issuing authority	18 months	Art. 6 (1)(c) EDPR
106	sample shipment to customer	Storage of customer data from the contact form for the dispatch of samples	Name, first name, business contact details, product, individual message	2 years	Art. 6 (1)(f) EDPR
107	publication of 100th anniversary photos (EPCA)	storage and publication of 100th anniversary photos taken at EPCA for documentation and reporting purposes on social media channels	photos	2 years	consent
113	contract database	Paperless contract management and archiving	miscellaneous	not defined	Art. 6 (1)(f) EDPR
115	service request in OQEMAServ	Processing of service requests, promotion of	Name, first name, business contact details, message	11 years (in Outlook), 6 years (in SAP)	Art. 6 (1)(f) EDPR

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		customized services	date and individual message		
116	scheduling via Calendly	surveys to find appointments with business partners	name, first name, business contact details, time zone, preferred language, preferred working time, availability status (busy, free) description of the meeting, meeting preferences (Zoom, Google, telephone, on site, etc.); meta data (IP address, etc.)	At any time manually, at the latest with deactivation of Calendly accounts	Art. 6 (1)(f) EDPR
118	consolidation, storage and processing of company data (ERP / CRM)	collect data from different source systems for reporting and statistical purposes and make it available for evaluation	all data from Oqema ERP/CRM systems (customers: name, company contact data, organisational unit, company data); employees: user data, usage data, IP addresses)	with termination of business relationship or on instruction	Art. 6 (1)(f) EDPR
121	internet and mail security	internet and mail security	Name, first name, business contact details, user name, IP address, voluntary information provided by the data subject	not defined	Art. 6 (1)(f) EDPR
123	reports processing via whistleblowing system	receiving and following up on (anonymous) reports in accordance with the EU Whistleblower Directive and complaints under the LkSG	whistleblower: user token, note as text message, optional: first name and surname, telephone number, email address; case handler: first name and surname, contact details, user token	6 months after completion of processing, at the latest after 3 years	Art. 6 (1)(f) EDPR
126	visual monitoring	visual monitoring for the purpose of access control and access restriction, damage clarification and preservation of evidence during the weighing process	live pictures	not defined	Art. 6 (1)(f) EDPR

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128	support ticket system via Matrix42	storage and processing of email messages as support for colleagues in the event of technical problems and new hardware and software requirements	user master data (company contact data), content data, date of receipt and processing, time and type	11 years	Art. 6 (1)(f) EDPR ; Art. 6 (1)(b) EDPR
135	data processing in Salesforce	customer data: communication, preparation and dispatch of offers, preparation and dispatch of invoices, preparation of visit reports, setting up marketing campaigns, dispatch of samples, preparation of analyses, enforcement of own and / or statutory legal claims employee data: analysing activities (data quality)	Name, first name, business contact details, other professional and personal information, ID card information, geolocalisation data	miscellaneous; with termination of business relationship	Art. 6 (1)(f) EDPR
136	internal system for marketing and content management	the provision of a login-secured cloud service for the planning, production, publication and promotion of content including the subsequent analysis and reporting for the use of the SaaS service Scompler.	access data (employees); email addresses (customers); usage data, IP addresses (interested parties)	With account deactivation	Art. 6 (1)(f) EDPR
138	management of sustainability documents	processing of audit questionnaires	Business contact details, customer behaviour data, image data, contract data	With termination of business relationship or upon instruction	Art. 6 (1)(f) EDPR
141	creation and provision of learning content and processing of	offering digital training and further education courses as well	login name, company email address Email address, log data on	Access data with deactivation of the access account; certificates (deletion	Art. 6 (1)(f) EDPR

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	learning activities and learning statuses; tracking of mandatory training courses, statistical analyses	as a communication platform for users	the user's learning activity (if activity, time and other traffic data are specified), optional: function, name, address, other data from the user's profile	period like personnel file)	
142	import customs clearance	determination and collection of import duties in accordance with EU customs law, in individual cases also for non-tax purposes (procedure in accordance with foreign trade law)	master data: company contact data (surname, first name, company address, email address, telephone numbers), transaction data (information about the sender, buyer, transport, origin of the goods, invoice duties); for non-tax purposes: details of the exporter, goods description, recipient country	transaction data (participants, clerks, possibly texts) after 10 + 1 years; master data of created users after request by client	Art. 6 (1)(f) EDPR
145	project documentation and evaluation in product development via Coptis	Follow-up of projects in real time, risk control, development of cost savings, reactivity, traceability, information sharing, access to security and customisation, compatibility with existing systems	operational contact data of the user (surname, first name, email address, telephone numbers), usage data (IP address, log-in data); content data (documents from consultants)	a) usage data after 1 month (regular storage period, anonymisation) with the exception of when required as proof of creation/modification of content data; b) user data until the end of the contractual relationship or earlier at the request of the controller	Art. 6 (1)(f) EDPR
156	Interviews to CSRD	Processing of audit surveys	Company contact data (name, surname, company address, email address, telephone numbers), customer behaviour data, image data, contract data		Art. 6 (1)(f) EDPR
157	Storage and use of supplier and customer data in the purchasing software (Navex)	Digitilisation of purchasing processes, assessment and management of risk in the supply chain (LkSG queries),	Company contact and usage data of authorised employees, contact details of suppliers'/potential suppliers' contact persons	With termination of business relationship	Art. 6 (1)(f) EDPR

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		measures management			
158	Services for SAP	Services for SAP	Company contact details (surname, first name, company address, email address, telephone numbers), customer behaviour data, image data, contract data	With termination of business relationship	Art. 6 (1)(f) EDPR
167	Processing of personal data in connection with the provision of IT services (maintenance, development, support)	Fulfilment of the main contract for IT services (maintenance and operation of systems, troubleshooting, further development)	Company contact details (surname, first name, email address, telephone numbers, address), login details, order details, system activities	With termination of business relationship: immediate deletion or return in accordance with the DPA, unless there is a legal obligation to retain the data	Art. 6 (1)(b) EDPR
169	Use of the Loady data platform to manage technical loading information	Increasing the efficiency and reliability of logistics processes through structured maintenance and provision of loading, location and transport information	Company contact details (name, business email address, telephone number, company, role/function), technical location and charging information	with termination of the business relationship or after 3 years of inactivity at the latest, based on storage periods in the General Terms and Conditions	Art. 6 (1)(f) EDPR
170	Hosting of the DATEV system by external IT service provider mv it GmbH	Provision, maintenance and backup of the DATEV application for accounting, annual financial statements, controlling and other financial processes	Name, personnel number, salary data, account details, booking data, invoice information, tax numbers, cost centres, contract data (if applicable)	in accordance with tax and commercial law retention requirements: 6 or 10 years	Art. 6 (1)(c)(f) EDPR

3. Your rights

Information, deletion and other rights: You can obtain [information](#) about the data stored about you at any time ([Article 15 of the European Data Protection Regulation](#)). In addition, you have the [right to correction](#) and [deletion](#) of your data, [restriction of processing](#) and [data portability](#) of provided data under the legally regulated conditions of [Articles 16 to 20 of the European Data Protection Regulation](#).

Complaints: You have the right to contact the [company's data protection officer](#) at any time with any complaints regarding the processing of your data. His contact details are given above. You also have the right to lodge a complaint with any [data protection supervisory authority](#). The supervisory authority responsible for the company is stated above.

Revocation, objection: If data processing is based on your [consent](#), you may revoke this consent at any time with effect for the future. If data processing is based on [our legitimate interests](#), you may object to this processing at

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any time for reasons arising from your particular situation. We will then only further process your data if there are demonstrably compelling reasons worthy of protection which outweigh your interests, rights and freedoms or the processing serves the assertion, exercise or defence of legal claims.

Please address your respective request to compliance@oqema.com