

Privacy information for the processing Prospect/customer data and business partner data

The protection of your personal data is important to us. To the extent that we collect, process or utilize your personal data, this occurs within the context of prevailing German and European data protection legislation (EU General Data Protection Regulation [EU GDPR], German Data Protection Act [BDSG]). Below we describe how data relating to you are processed, as well as which rights you have as a data subject.

1. Responsible for data processing

This data protection information is valid for data processing by (= area responsible pursuant to Art. 4 No. 7 GDPR):

Kvinta GmbH
Pariser Platz 6a
10117 Berlin
Phone: +49 30 300 149 3053
E-Mail: backoffice@kvinta.com

2. Gathering and saving of personal data as well as the type and purpose of its utilization

We collect and process your personal data as a customer of our company in the context of customer and order management, as an interested party in the context of the general sales process, and as a business partner in cooperation.

For the initiation and duration of a business relationship, we need to collect and process different data from you. This begins with the initiation and conclusion of an order agreement with you, continues with the execution of the order and the business relationship and also includes the termination of the business relationship. The initiation, conclusion, execution and termination of a business relationship are not possible without processing your personal data.

Within the scope of the business relationship, in particular offers and order agreements, order and appointment confirmations, as well as invoices are to be created, as well as the maintenance of a customer file with personal contact persons, communication of information regarding the order or within the scope of the business relationship with the company and its offers. Depending on the project, time accounts are kept to prove and account for the services rendered.



BANK ACCOUNT

HypoVereinsbank Berlin-Charlottenburg
BCN 100 208 90
Bank Account 3140703
IBAN DE05 1002 0890 0031 4107 03
BIC HYVEDEMM488

MANAGING DIRECTORS

Stepan Lialine
Konstantin Dipner

REGISTRY

Registered office: Berlin
Registry court: Company register Berlin
Registry number: 217220
VAT No: DE329841378

CONTACT

Pariser Platz 6a
10117 Berlin
Germany
Tel.: +49 30 300 149 3053
Fax: +49 30 300 149 3030
E-Mail: backoffice@kvinta.com
www.kvinta.com

The personal data processed by us in the course of the initiation, conclusion, execution and termination of the business relationship include your first and last name, your address data and your availability by telephone and electronic means, and, if applicable, your bank details.

The legal basis for this type of data processing is in particular Art. 6 (1) S. 1 lit. a), b) GDPR. Processing on the basis of legitimate interests only takes place in the case of Art. 6 (1) S. 1 lit. f) GDPR.

3. Duration of storage of personal data

We delete your personal data as soon as it is no longer required for the above-mentioned purposes. It may happen that personal data is kept for the time during which claims can be asserted against our company (in accordance with the statutory limitation periods). We also retain your personal data as far as we are legally obliged to do so. Corresponding obligations to produce proofs and preserve records result, among other things, from the German Commercial Code and the German Fiscal Code. The retention periods are up to ten years according to the German Commercial Code and the German Fiscal Code.

4. Data exchange with service providers and other recipients

In order to fulfill our contractual and legal obligations, we use external service providers, such as a tax consulting firm, lawyers and software service providers, to whom we transfer your personal data if necessary.

In addition, we, or the aforementioned service providers, may transfer your personal data to other recipients, such as authorities for the fulfillment of legal notification obligations (e.g. tax authorities).

Finally, there may be a transfer of data within the 3Keys-Holding GmbH Group (3Keys GmbH, Kvinta GmbH, 3Keys Inc. USA, 3Keys Plc. India, 3Keys LLC Russia, TOO 3Keys Kazakhstan). This may also involve the transfer of personal data to a third country, in particular to Russia, India, Kazakhstan.

A transfer of your data to 3Keys GmbH occurs in particular for the following purposes:

- Takeover of the reseller activities of the Kvinta license solution
- Procurement and takeover of professional services (consulting service)
- Assumption and implementation of quality management aspects (certification)
- Assignment of data protection

5. Data subjects' rights

You can request information about the data stored about you at the above address.

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In addition, you may, under certain conditions, request the correction or deletion of your data. You may have a right to restrict the processing of your data and a right to receive the data you have provided in a structured, common and machine-readable format.

Insofar as you have given separate consent to the processing of personal data, you may revoke your consent at any time. By revoking the consent, the data processed until the revocation remains lawfully processed. The revocation of consent must be declared to the same office to which you also declared your consent.

6. Right of complaint

You have the possibility to address a complaint to the data protection officer in our company or to a data supervisory authority. The data protection supervisory authority responsible for us is:

Berlin Commissioner for Data Protection and Freedom of Information

Alt Moabit 59-61
10555 Berlin
Phone: +49 30 13889-0
Fax: +49 30 21550
E-Mail: mailbox@datenschutz-berlin.de

7. Right of appeal

To the extent that your personal data are processed based on justified interests pursuant to Art. 6 (1) S. 1 lit. f) GDPR, you are entitled pursuant to Art. 21 GDPR to lodge an appeal against the processing of your personal data, to the extent that related reasons exist deriving from your particular situation, or the appeal relates to direct marketing. In the latter instance, you have a general right of appeal, which we implement without stating a particular situation.

If you wish to utilise your right of revocation or appeal, it is sufficient to send an email to backoffice@kvinta.com. Alternatively, you can send your appeal or revocation in writing to our contact address.

8. Data transfer to a third country

If we transfer personal data to service providers outside the European Community beyond the descriptions within this privacy information, we will only do so to the extent that the third country has been confirmed by the EU Commission to have an adequate level of data protection or other appropriate data protection guarantees (e.g. binding internal company data protection regulations or EU standard contractual clauses). In this case, you will be informed separately about the data transfer to a third country.



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