

Data protection information for business partners

This data protection information for business partners informs you about the processing of your personal data at 1st solution group.

The following companies belong to 1st solution group:

- 1st solution consulting GmbH
- 1st solution experts GmbH
- 1st solution consulting Ltd.

According to Art. 4 lit. 1 GDPR, your personal data includes all information that relates or can be related to your person, in particular by means of assignment to an identifier such as a name or to an organization or customer number, with which your person can be identified.

We are providing this Privacy Notice to Business Partners ("**Notice**") to explain, as a data controller, the data processing practices regarding our customers, business partners and suppliers (collectively, "**Business Partners**") and, where applicable, their employees who are associated with 1st solution group.

Scope:

This notice applies if you are an independent business partner of 1st solution group or if you are an employee of a business partner acting on behalf of the business partner with 1st solution group.

Categories of personal data and data sources:

1st solution group processes the following personal data about you, your company or third parties:

- **Personal data related to independent business partners:** Name, business contact information, services or products offered, contract information, communication content (such as emails or business letters), payment information, billing information and business relationship history.
- **Personal data related to employees of a business partner:** name, business contact information, employer name, title/position and communication content (such as emails or business letters).

Data processing purposes, legal basis and consequences:

Your personal data is processed for the purposes of fulfilling the contractual relationship with the business partner (including the fulfillment of contractual performance obligations, invoice processing, communication and legal compliance), for marketing and CRM activities and for fraud prevention.

1st solution group relies on the following legal bases regarding data processing:

- Fulfillment of the contractual relationship with the business partner (Art. 6 lit. b) GDPR);
- Legitimate interest of 1st solution group, (Art. 6 lit. f) GDPR). Legitimate interests may include, in particular, marketing and CRM activities, as well as prevention of fraud, IT misuse, money laundering, operation of a whistleblower system, physical security, IT and network security, internal investigations.
- Consent (Art. 6 lit. a) GDPR);

- Compliance with legal obligations (Art. 6 lit. c) GDPR);

The provision of personal data is necessary for the conclusion and/or performance of the contractual relationship and is voluntary. However, if you do not provide this data, it could delay or even make impossible the business partner management and administrative processes.

Categories of recipients:

1st solution group may use service providers who act as processors to provide IT and other administrative support (e.g., service providers who provide IT hosting or maintenance support). These service providers may have access to your personal data to the extent necessary to provide such services.

In addition, your personal data may be transferred within 1st solution group, for the purpose of simplifying business processes.

Specifically, this means:

Assistance with processing in operations, management and analysis of customer relationships and interactions, and related general IT support.

By entering into the relevant data transfer agreements based on standard contractual clauses, or even by taking other measures to ensure an adequate level of data protection, we have determined that 1st solution consulting Ltd will deliver an adequate level of data protection.

Any access to your personal information is limited to those individuals who need the information to complete your activities.

1st solution group may disclose your personal information should it be required or requested to do so by government authorities, courts, external agencies or even similar third parties.

Retention period:

Personal data will be stored by 1st solution group and its service providers for as long as necessary until our obligations are fulfilled. The data is backed up for as long as required for the purpose in accordance with the GDPR. As soon as 1st solution group no longer needs the data to fulfill contractual or legal obligations, it will be removed from our systems and records and/or measures will be taken so that your personal data is properly anonymized and thus no longer identifiable. Exceptions to this are cases where we need to retain their personal data to comply with legal or regulatory obligations to which 1st solution group is subject. E.g. legally required retention periods resulting from the German Commercial Code, tax law or the Money Laundering Act, which are usually between 5 and 10 years, or we need to preserve evidence within the statute of limitations, which is usually 3 years, but can also last up to 30 years.

Your rights:

If you have given your consent regarding certain processing activities, you may revoke it at any time with future effect. This revocation will not affect the previous processing of data.

In accordance with the applicable data protection laws, you have the following rights:

- Right to information, Art. 15 GDPR.

You have the right to information about the personal data stored concerning you.

- Right to rectification, Art. 16 GDPR.

If you discover that inaccurate data concerning you is being processed, you may request rectification. Incomplete data must be completed, taking into account the purpose of the processing.

- Right to erasure, Art. 17 GDPR.

You have the right to request the deletion of your data if certain grounds for deletion exist. This is particularly the case if they are no longer necessary for the purpose for which they were originally collected or processed.

- Right to restriction of processing, Art. 18 GDPR.

You have the right to restrict the processing of your data. This means that your data will not be deleted, but will be marked to restrict its further processing or use.

- Right to data portability, Art. 20 GDPR.

You have the right to receive the personal data you have provided to 1st solution group in a structured, common and machine-readable format. Furthermore, you have the right to transfer this data to another controller without hindrance by 1st solution group.

- Right to object to unreasonable data processing, Art. 21 GDPR.

The data subject has the right, on grounds relating to his or her particular situation, to object at any time to processing of personal data concerning him or her which is carried out pursuant to Article 6(1)(e) or (f) of the GDPR.

Since 1st solution group processes and uses your personal data primarily for the purposes of the contractual relationship with you, 1st solution group basically has a legitimate interest in processing your data which, on the other hand, will override your restriction request.

To exercise your rights, contact us as stated in the "Questions" section.

Complaining to the supervisory authority about data protection violations

You have the right to lodge a complaint with the competent supervisory authority if you consider that the processing of your data is not permitted under data protection law. This results from Art. 77 General Data Protection Regulation. The complaint to the supervisory authority can be made informally.

Automated Decision Making /Profiling:

1st solution group does not perform automated decision making.

Questions:

You can reach the data protection officer of 1st solution group at the following contact details:

@-yet GmbH
Schloss Eicherhof

42799 Leichlingen

e-mail: datenschutz@1st-solution-group.com