

Information on the processing of personal data pursuant to Art. 13 DSGVO in conjunction with the transparency requirement pursuant to Art. 12ff DSGVO

#### Purpose

Our company processes personal data for the purpose of establishing and fulfilling business relationships. All categories of data for the fulfilment of pre-contractual and contractual obligations are affected.

#### Legality of data processing

The collection, processing and use of personal data is carried out within the framework of what is legally permissible in accordance with Art. 5, 6 and 9 DSGVO. If personal data is collected from the data subject, the data subject has the right to transparent information pursuant to Article 13 of the GDPR. The same applies pursuant to Art. 14 of the GDPR if the data is not collected from the data subject. In principle, only such information is processed and used that is necessary for the operational fulfilment of tasks and is directly related to the purpose of processing. The special requirements for the collection, processing and use of special categories of personal data pursuant to Art. 9 DSGVO and Section 22 BDSG are observed. According to the DSGVO, the processing of sensitive data is only permitted under the principle of the reservation of permission or upon presentation of a legal basis.

#### Disclosure of data to third parties

Personal data is only passed on to third parties if this is necessary to fulfil the business purpose. A transfer of personal data to third parties, including in third countries with an unclear level of data protection (usually countries outside the EU), which are not involved in the business purpose, does not take place or only takes place if the consent of the data subject has been obtained.

#### The rights of data subjects

According to Art. 15 ff DSGVO, data subjects have the right to information, correction, deletion, restriction and objection to the processing of their data.

#### The right of data subjects to revocation

Pursuant to Article 13(2)(c) of the GDPR, data subjects have the right to withdraw their consent to the processing of personal data in the future if the processing is based on Article 6(1)(a) or Article 9(2)(a) of the GDPR. The lawfulness of the processing carried out on the basis of the consent until the revocation is not affected.

However, a revocation as well as the failure to provide the required data usually has the consequence that the purpose for which the data was or should have been collected cannot be fulfilled. For the exercise of the rights, the written form is required. Please contact us by e-mail at [info@ihd-dresden.de](mailto:info@ihd-dresden.de).

#### Deletion of personal data

Personal data will be deleted if the purpose for storing it no longer applies and no legal norm (e.g. on the statutory retention period) prescribes the retention of the data. The provisions of Art. 17 DSGVO in conjunction with § 35 BDSG apply. If deletion is not possible due to legal, contractual or commercial or tax law reasons, the processing of the data can be restricted at the request of the data subject. The right must be exercised in writing.

#### The right of data subjects to data portability

The company ensures the right to data portability in accordance with Art. 20 DSGVO. Every data subject has the right to receive a copy of his or her pb data in a standard machine-readable file format.

#### Right of appeal

Pursuant to Art. 77 DSGVO, every data subject has the right to lodge a complaint with the supervisory authority of the Land. The State Data Protection Commissioner can be reached at e-mail: [saechsdsb@slt.sachsen.de](mailto:saechsdsb@slt.sachsen.de).

Responsible person in the sense of the DSGVO and the BDSG  
Institute for Wood Technology Dresden gemeinnützige GmbH

Data protection officer of the company  
Hermann J. Janz, Janz Consulting  
E-mail: [jc@jcdatenschutz.de](mailto:jc@jcdatenschutz.de)

Translated with [www.DeepL.com/Translator](http://www.DeepL.com/Translator) (free version)