

Envoria – Information obligation for business partners

In accordance with Art. 12, 13 and 14 GDPR

At

Envoria GmbH

Rosa-Bavarese-Street 3

80639 Munich - GERMANY

- Hereinafter referred to as the **company** -

Dear Business Partner,

We greatly appreciate your interest in our company and the possibility of collaborating with us. In accordance with Articles 12, 13, and 14 of the General Data Protection Regulation (GDPR), we would like to inform you about the processing of your personal data provided to us, and, where applicable, collected by us in the context of this cooperation, as well as about your rights in this regard. Please read the following information carefully so that you are fully informed about how your data is handled in the context of our business relationship.

1. Responsible body for the processing of the data

Envoria GmbH

Management: Sven Schubert, Stefan Siemers, Thimo Brinkmann, Julian Göbel

Rosa-Bavarese-Street 3

80639 Munich - GERMANY

Phone: +49 89 1590 1907 0

E-Mail: info@envoria.com

You can contact our data protection officer at the following e-mail address: dataprivacy@envoria.com. The general contact details are also available on the Internet at <https://envoria.com/privacy-policy>.

2. Purpose and legal basis of the processing of personal data

Your personal data will be processed exclusively in accordance with applicable data protection regulations, such as the GDPR and the BDSG. Processing occurs when it is necessary for the preparation, execution, or fulfillment of a contract, or for pre-contractual steps (Art. 6(1)(b) GDPR).

If you have consented to the use of your data for specific purposes, such as marketing or disclosure to third parties, processing will be based on your consent (Art. 6(1)(a) GDPR). You may withdraw this consent at any time, with effect for the future.

Additionally, your data may be processed to fulfill legal obligations (Art. 6(1)(c) GDPR) or to protect the legitimate interests of our company or third parties (Art. 6(1)(f) GDPR). The legitimate interests we pursue in this context are, in particular:

- ensuring IT and operational security
- preventing misuse and fraud
- further developing our business relationships
- asserting, exercising, or defending legal claims

3. Categories of data processed and their origin

We only collect data that is necessary in connection with the preparation or conclusion of a contract. This includes information such as your name, address, contact details, notes from conversations, and any other information you provide to us through our website, surveys, e-mail correspondence, telephone calls, or other channels. This data is always collected directly from you. Under certain circumstances, we may also receive data from third parties, including public authorities, government agencies, banks, transport companies, or sales partners. This data does not come from publicly available sources, but rather from the respective business relationships with the third parties in question.

In general, we may process the following categories of:

- **Communication data** (e.g., chat histories, call logs, call notes, feedback data, evaluation texts, responses, translation texts, Testimonials)
- **Technical data** (e.g., system and browser data, usage data, access logs, IP addresses, timestamps, usage statistics)
- **Identification data** (e.g., first name, last name, title, job title/Position)
- **Signature data** (e.g., signature, time of signature, participant names)
- **Contact data** (e.g., e-mail address, telephone/mobile number, billing address)
- **Contract data** (e.g., contract content, draft contracts, change logs, event details, participant data, PR materials)
- **Financial data** (e.g., bank details, invoice Content)
- **Demographic and profile data** (e.g., address, demographic information, market segment, preferences, CV)
- **Support and service data** (e.g., problem reports, error descriptions, support history)
- **Usage and interaction data** (e.g., interaction data, opening and click behavior, usage statistics)
- **Legal data** (e.g., objection details, specifications)

4. Possible recipients or categories of recipients

Your personal data will only be shared within our company with departments and employees who need it to fulfill our contractual or legal obligations, or to protect legitimate interests.

As part of order processing in accordance with Art. 28 GDPR, we work with external service providers who process personal data exclusively according to our instructions and in compliance with the GDPR. These include, for example, IT and software providers such as:

- Providers of cloud services and office applications to support internal and external communication and data storage
- Cloud hosting service providers for storing and backing up files
- Providers of CRM and marketing software for managing customer relationships and marketing processes
- Platform providers for software development and version control
- Platforms for business communication and advertising
- Service providers for the creation and management of online forms

Data processing agreements have been concluded with all recipients of personal data in accordance with Art. 28 GDPR.

In addition, your data will only be shared with external entities if this is required or permitted by law, necessary for the fulfillment of the contract or pre-contractual measures, if you have given us your explicit consent, or if we are legally obliged to provide information. Your personal data may therefore be transmitted to the following recipients under certain circumstances:

- **Authorities and public institutions** (e.g., police, public prosecutor's office, supervisory authorities, tax offices) when a legal obligation or official order exists
- **Third parties required for the performance of the contract**, such as banks, business partners, or suppliers
- **Service providers** (e.g., in the area of IT hardware and software), with contracts for order processing concluded in accordance with Art. 28 GDPR

5. Transfer of personal data to a third country

If we transfer your personal data to a third country outside the European Economic Area (EEA) due to cross-border personnel responsibilities, the transfer will only take place if the EU Commission has confirmed that the third country provides an adequate level of data protection, or if other appropriate safeguards are in place (e.g., binding internal data protection policies or EU standard contractual clauses).

For service providers who may transfer data to a third country, we have implemented appropriate measures in accordance with the GDPR to ensure an adequate level of data protection. In principle, personal data is only transferred to service providers within the EEA, to providers with an EU adequacy decision, or to participants in the Data Privacy Framework.

6. Duration of data storage

We store and use your personal data for as long as necessary to maintain our business relationship or fulfill contractual obligations. This includes processes such as the preparation and execution of contracts.

Additionally, we are bound by legal requirements for storage and documentation, for example under the German Commercial Code (HGB) and the German Fiscal Code (AO), which require that certain data be retained for two to ten years. Limitation periods under the German Civil Code (BGB) may also apply; these are generally three years, but can extend up to 30 years in specific cases.

If you have provided us with data voluntarily, we will store it until you withdraw your consent or until the agreed storage period expires.

7. Your rights (so-called "rights of data subjects")

You can request information about the personal data we hold about you at the address above (Art. 15 GDPR). Under certain conditions, you may also request the rectification (Art. 16 GDPR) or erasure of your data (Art. 17 GDPR). You may have the right to restrict the processing of your data (Art. 18 GDPR) You also have the right to be informed regarding the right to access, erasure, or restriction of the processing of your data (Art. 19 GDPR). In addition, you have the right to receive your personal data in a structured, commonly used, and machine-readable format (Art. 20 GDPR).

You have the right to withdraw your consent to data processing at any time. Upon withdrawal, we will delete the relevant data immediately, unless further processing is justified by another legal basis. The withdrawal of consent does not affect the lawfulness of processing carried out based on consent before its withdrawal.

If your data is processed for the performance of a task carried out in the public interest (Art. 6(1)(e) GDPR) or on the basis of legitimate interests (Art. 6(1)(f) GDPR), you may object to this processing at any time (Art. 21 GDPR). In that case, we will stop processing your personal data unless we can demonstrate another legal basis for the processing, show compelling legitimate grounds that override your interests, rights, and freedoms, or if the processing is necessary for the establishment, exercise, or defense of legal claims.

8. Provision of personal data

Providing your personal data is generally neither legally nor contractually required for the conclusion, execution, or fulfillment of a contract, or for carrying out pre-contractual measures. This means that, in principle, you are not obliged to provide personal information.

However, such information is often necessary to make decisions regarding the conclusion of a contract, to execute it, or to implement pre-contractual measures. Without this information, we may be unable to make the relevant decisions.

Therefore, we recommend providing only the personal data that is actually necessary for the conclusion, fulfillment, or preparation of a contract. In this context, we refer to Section 2 of this document for the legal basis for processing personal data, in particular to Art. 6(1)(b) GDPR.

9. Right to lodge a complaint with a supervisory authority

You have the right to lodge a complaint with a data protection supervisory authority. We would greatly appreciate it if you could contact us or our Data Protection Officer using the contact details above before doing so.

The data protection supervisory authority responsible for us is:

Bayerisches Landesamt für Datenschutzaufsicht
Promenade 18
91522 Ansbach

10. Automated decision-making (so-called "profiling" or "scoring")

We do not use automated processing, including profiling, to make decisions regarding the establishment, implementation, or termination of a cooperation within the meaning of Art. 22 GDPR.

Thank you for your cooperation!