

## Information on the processing of personal data for visitors

Dear Visitors,

Protecting your personal data is important to us. To fulfil our obligation to provide information in accordance with Art. 13 and 14 of the General Data Protection Regulation (GDPR), we would like to provide you with the following information on data protection:

### 1. Who is responsible for data processing and who is the data protection officer?

The data controller responsible for processing personal data is

Stiegelmeier GmbH & Co. KG  
Ackerstraße 42  
32051 Herford, Germany

Phone: +49 (0) 5221 185 - 0  
Fax: +49 (0) 5221 185 - 252  
Email: [info@stiegelmeier.com](mailto:info@stiegelmeier.com)

Details of how you can contact our **data protection officer** are given below:

Email: [datenschutz@stiegelmeier.com](mailto:datenschutz@stiegelmeier.com)

or by post via Stiegelmeier GmbH & Co. KG, for the attention of the data protection officer.

### 2. What purposes will your personal data be used for?

We will collect and store visitors' data to enable us to record their visit to our company and to determine who is present on our business premises.

### 3. What is the legal basis for processing your personal data?

Personal data is collected and stored on the basis of our legitimate interest pursuant to Art. 6 (1)(f) GDPR. Our legitimate interest lies in our ability to demonstrate which persons are present on our business premises at any time. This is necessary, for example, in the event of any evacuation measures that may be required in case of fire.

#### 4. Which categories of your personal data do we process as a company?

For this purpose, we process the following personal data about you:

Surname, first name and company you belong to

#### 5. Where does your data come from?

We process personal data that you make directly available to us.

#### 6. Who do we share your data with?

Your personal data will not be shared with anyone outside our company.

#### 7. Will your data be transferred to a third country?

Your personal data will not be transferred to a third country or international organisation and there is no intention to do so.

#### 8. How long do we store your data?

We only process and store your personal data for as long as you are a visitor to our company. Your personal data will then be erased or blocked in accordance with data protection regulations if deletion is not possible.

#### 9. What data protection rights can you exercise as a data subject?

If your personal data is processed, you are the data subject as defined by the GDPR and you have the following rights vis-à-vis the data controller (Stiegelmeier GmbH & Co. KG):

##### A. Right of access:

In compliance with the requirements of Art. 15 GDPR, you may at any time request information from the controller on whether and how your personal data is processed by us.

##### B. Right to rectification:

In compliance with the requirements of Art. 16 GDPR, you have the right to ask the controller to correct and/or complete any inaccurate or incomplete personal data about yourself that is processed. The controller must carry out the correction immediately.

##### C. Right to restrict processing:

You may request the controller to restrict processing in compliance with the requirements of Art. 18 GDPR.

**D. Right to erasure and “right to be forgotten”:**

You can request that the controller deletes your personal data **and assert the right to be forgotten** in compliance with the requirements of Art. 17 GDPR.

**E. Right to be informed**

If you have exercised your right to rectify, delete or restrict the processing of your personal data vis-à-vis the controller of the data, the controller is obliged to notify all recipients to whom your personal data has been disclosed of any such rectification, erasure or restriction, unless this proves impossible or involves a disproportionate effort. You have the right vis-à-vis the data controller, pursuant to Art. 19 GDPR, to be informed about these recipients.

**F. Right to data portability:**

In compliance with the requirements of Art. 20 GDPR, you have the right to receive the personal data about yourself that you have provided the controller with, in a structured, common and machine-readable format.

**G. Right to object:**

You have the right, on the basis of Art. 6 (1)(e) or (f) GDPR and in compliance with the requirements of Art. 21 GDPR, to object to the processing of your personal data for reasons arising from your particular situation; this also applies to profiling based on these provisions. Stiegelmeier GmbH & Co. KG will in this case no longer process your personal data as the controller unless Stiegelmeier GmbH & Co. KG can prove legitimate reasons for processing which override your interests, rights and freedoms as a data subject, or the processing serves the assertion, exercise or defence of legal claims.

**H. Where can you file an objection?**

If you are of the opinion that data processing infringes data protection law, you have the right to file a complaint with a data protection supervisory authority of your choice (Art. 77 GDPR in conjunction with § 19 BDSG, Federal Data Protection Act). This also includes the data protection supervisory authority responsible for our company, whose contact details are as follows:

State Commissioner for Data Protection and Freedom of Information of North Rhine-Westphalia  
Postfach (POB) 20 04 44  
40102 Düsseldorf  
Germany  
Phone: +49 (0) 211 38424 - 0  
Fax: +49 (0) 211 38424 - 10  
Email: [poststelle@ldi.nrw.de](mailto:poststelle@ldi.nrw.de)

**10. Are you obliged to provide us with your data?**

It is not mandatory either for statutory or contractual reasons for you to provide us with your personal data. However, it is necessary for you to provide your personal data if you wish to attend appointments or meetings in our company. If you do not wish to provide personal data, we are unable as a matter of principle to grant you access to our business premises.

**Stieglmeyer GmbH & Co. KG**