

## **Data protection disclaimer for e-mail and telephone correspondence**

The following data protection disclaimer applies to the entire Kraus & Naimer Group.

Kraus & Naimer collects and processes your personal data transmitted by telephone and e-mail for business correspondence, for processing and documentation of our orders and cooperation, for handling your requests or to lay down our contractual cooperation or our legal obligation.

These personal data processed are essentially your name, your contact data as well as your affiliation to a company, your function and of course also your requests which you have towards us as well as the contents of the correspondence itself. To protect you and any third parties involved, we kindly ask you to refrain from the unsecured transmission of confidential or sensitive personal data. If you wish to transmit such content, we offer secure and encrypted communication channels.

In order to protect your personal data, Kraus & Naimer has set up appropriate security standards independently of this.

If you purchase further services or products on our part or enter into a business relationship with us, further purpose-related data may be collected and processed by other means. You will be informed about this separately.

In our interest, Kraus & Naimer will pass on your personal data within group affiliates for centralised administration.

Kraus & Naimer transfers your personal data to a third country without an appropriate EU decision (outside the European Union) only within group affiliates and only in exceptional cases. Here we implement a suitable measures to protect your data.

### **Duration of storage of your personal data**

Kraus & Naimer will only keep your personal data for as long as necessary to fulfil the task and/or if there is a legal obligation to do so, for example to comply with legal retention periods.  
Exercise of your rights

You have a right to information about the processing of your personal data, as well as to correction, deletion, restriction of the processing or objection to the processing. You can also exercise your right to data portability.

If you wish to exercise your right of appeal against Kraus & Naimer, please contact our responsible supervisory authority.

### **Changes to this data protection disclaimer**

Kraus & Naimer's data protection disclaimer will periodically be updated as required. By way of continued correspondence and interaction with us, we will assume confirmation of your consent.

### **liaison**

If you have any questions or suggestions, please contact our data protection officer at [dpo@krausnaimer.com](mailto:dpo@krausnaimer.com)

Last Updated on December 15, 2021