



Notes on data processing, information to be provided in accordance with Articles 13 and 14 GDPR

in relation to the processing of personal information from business partners, in particular exhibitors, promoters, organisations, service providers, service partners and customers of Messe Erfurt GmbH. | last updated September 2018 Please also refer to our privacy notice <https://www.messe-erfurt.de/messe-erfurt/datenschutzerklaerung.html>.

1. Name and contact details of controller and data protection officer Controller: Messe Erfurt GmbH, Gothaer Strasse 34, 99094 Erfurt, represented by Michael Kynast, CEO, Email: datenschutz@messe-erfurt.de, Phone: +49-361-400-0, fax: +49-361-400-1111

Data protection officer: Heiko Langenhan, Amtsstrasse 3, 98693 Ilmenau, email: datenschutz@cs-ilmenau.de

2. Collection and storage of personal information; nature, purpose and use of data

We process personal information in compliance with the provisions of the European General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG-new). We process the following categories of data, depending on the nature of the business relationship / contract / consent in question: master data, address, contact details, ID/passport details, account data, contract data, technical data and communications data. The categories can in particular include personal information such as title, first name, last name, address, telephone number (land line and/or mobile), email address and company.

Such information is collected in particular

- for the performance of contractual obligations (GDPR Art. 6(1)(b), BDSG-new 26):
Data is processed for the purpose of implementing contractual relationships or pre-contractual measures. Further details relating to the purpose of data processing can be found in the contract documentation, including the relevant annexes. Messe Erfurt may be subject to additional legal obligations in connection with contract execution that require the processing of personal information.
- on the basis of your consent (GDPR Art. 6 (1)(a)):
Where you have given your consent to our processing your personal information by us for specific purposes, your consent provides the legal basis for such processing. Consent may be revoked at any time. Revocation of consent does not affect the lawfulness of any data processing that took place prior to such revocation.
- In the context of weighing up interests (GDPR Art. 6(1)(f)):
We also process your data where necessary to safeguard our legitimate interests or the legitimate interests of third parties – for example, to assert legal claims, present a defence in the context of legal disputes, or guarantee IT security and IT operations, etc.

Data collected by use are retained only for as long as is necessary to achieve the purpose of such retention or to the extent provided for by European or other legislation to which the controller is subject. When the purpose of retention has been achieved or the retention period laid down by European or other legislators has expired, data are blocked or deleted as a matter of routine in accordance with legal provisions.

Messe Erfurt may be legally required to retain data for a further period, in particular to comply with record keeping requirements under trade or tax law, and specifically in connection with the Commercial Code, Fiscal Code, Money Laundering Act, or to comply with the requirement to retain evidence for up to 30 years under the statutes of limitation in Section 195ff of the German Civil Code (BGB).

3. Disclosure of data to third parties

In principle we do not transfer your personal information to third parties for purposes other than those listed below. Your personal information is passed on to third parties to the extent required for the development of business or contractual relationships or to the extent covered by consent. This includes for example disclosure to external service providers, sub-contractors or service partners, in particular contractual partners dealing with marketing, newsletters, security, IT services, communication, credit services, printing services, and telecommunications, along with authorities and insurance companies. Third parties are required to use the data disclosed to them solely for the designated purposes and in line with the provisions of GDPR and BDSG-new.

In individual cases, this may involve disclosure to service providers that in turn use other service providers whose company headquarters, parent company or computing centre is situated in a third country, for example. In such cases, Messe Erfurt will only authorise transfer where processing arrangements include adequate levels of protection (see GDPR Art. 45) or provide appropriate guarantees (such as standard data protection clauses provided by a data protection supervisory authority) or where enforceable rights and effective legal remedies are available.

4. Rights of data subjects

You have the right:

- under GDPR Art. 7(3) to revoke your consent at any time. Such revocation will mean that data collection based on your consent will in future no longer be undertaken.
- under GDPR Art. 15 to obtain information on the processing of your personal data. In particular, you may obtain information on the purposes of processing, the categories of personal data concerned, the categories of recipient to whom your personal data has been or will be disclosed, the envisaged retention period, the existence of a right of correction, deletion or restriction of processing and to object to processing, the right to lodge a complaint, the source of your data where it has not been collected by Messe Erfurt, and the existence of automated decision making including profiling and, where appropriate, meaningful information on the details of these processes;
- under GDPR Art. 16 to the prompt correction of inaccurate information or the completion of personal data relating to you;
- under GDPR Art. 17 to the erasure of your personal data relating to you, unless processing is required for the purposes of freedom of expression and information, compliance with a legal obligation, for reasons of public interest, or to assert, exercise or defend against legal claims.
- under GDPR Art. 18 to the restriction of processing of your personal data to the extent that you dispute the accuracy of the data, that the processing is unlawful but you decline the deletion of the data and Messe Erfurt no longer needs it, that you need the information for the purpose of asserting, exercising or defending against legal claims, or where you have filed an objection to the processing under GDPR Art. 21;
- under GDPR Art. 20 to receive the personal data you have provided in a structured, commonly used and machine-readable format or to the transfer of such data to another controller;
- under GDPR Art. 77 to lodge a complaint with a supervisory authority. As a rule, you may contact the supervisory authority with jurisdiction over your customary place of residence, or workplace or company headquarters.

5. Right to object

To the extent that your personal data are processed on the basis of legitimate interest in accordance with GDPR Art. 6(1)(1)(f), you have the right under Art. 21 GDPR to object to the processing of your personal data on grounds relating to your particular situation.

Should you wish to exercise your right to object, it will be sufficient to send an email to datenschutz@messe-erfurt.de.