

## Information on the processing of personal data \* within supplier management and order processing



Designation	Description
Identity and contact details of the controller	PHOENIX TESTLAB GmbH Königswinkel 10 32825 Blomberg Deutschland Tel.: +49 5235 9500-0 Fax.: +49 5235 9500-10 <a href="mailto:office@phoenix-testlab.de">office@phoenix-testlab.de</a>
Contact details of the data protection controller	Phoenix Contact GmbH & Co. KG z. Hd. Datenschutzbeauftragter Flachmarktstr. 8 32825 Blomberg Deutschland Fax.: +49 5235 3-40555 <a href="mailto:datenschutz@phoenixcontact.com">datenschutz@phoenixcontact.com</a>
The purposes of the processing for which the personal data are intended	The process and the use of the personal data are intended to cover the demands regarding externally procured materials, investments and services. Selection of optimal sources of supply, reduction of procurement risk, quality assurance, minimization of default risks (supplier, goods). Ensuring the production capability of the company.
Legal basis for the processing	Art. 6 (1) (b) (required to fulfill an agreement or to initiate an agreement)
Categories of personal data that are processed	Name, title, business address, additional addresses, business contact details (telephone number, fax number, e-mail address), form of address, department and function in the company, bank details, control data, VAT ID number.  Result of the assessment: 1) Assessment results obtained: Credit rating/risk index, shareholder structure based on various basic data, audit report. 2) Various own key figures such as: ABC classification, supplier profile, evaluation number; free text (risk report).  System data from the ERP (for ordering, goods receipt, quality data).
Source (origin) of the data	From the data subject From credit reporting agencies Information collected from our own databases.
Recipient(categories) of the data	Companies of the Phoenix Contact Group.  Companies that provide contracted services on our behalf and for defined purposes.
Transfer of data to a third country or an international organization and the associated safeguards to protect the data	It is not intended to transmit the data to third countries.

\*) in accordance with Article 13 and 14 EU General Data Protection Regulation (GDPR)

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Storage duration of the data	<p>Master data of a supplier are stored in the system as long as there is a contractual relationship or a contractual relationship cannot be ruled out for the future.</p> <p>Furthermore, these data are immediately changed or blocked/deleted if the supplier/contact person as a natural person so requires, or if the responsible purchaser becomes aware of incorrect data. (in each case subject to statutory retention periods).</p> <p>Procurement documents are deleted after expiry of the statutory retention period (10 years) and upon completion of the tax audit.</p> <p>Own audit reports on quality are stored up to 10 years for a long-term supplier development and for the quality proof in customer audits.</p> <p>Creditworthiness information is stored 6 years for the evaluation of the medium-term development of a supplier.</p>
Rights of the data subjects <ul style="list-style-type: none"> <li>• to access</li> <li>• to rectification, erasure or restriction of processing</li> <li>• to object to the processing</li> <li>• to data portability</li> </ul>	<p>If the respective legal requirements are met, you are entitled to the following rights: Right to have access to your data that we store; rectification, erasure, restriction of processing your data or the right to object to the processing, as well as data portability.</p>
Right to withdraw the consent of processing	<p>You can withdraw your consent for the processing of your data at any time with effect for the future by means of an appropriate notification to the controller mentioned above. The same can be achieved by using the “unsubscribe” function which you will find in any newsletter received from us.</p> <p>The processing of your data carried out until the receipt of the withdrawal of consent remains lawful.</p>
Legal or contractual necessity to provide the data, as well as any consequences of failure to provide the data	<p>The processing of the personal data mentioned here is necessary for the supplier management or the handling of business transactions.</p> <p>Without these data, we cannot enter into a business relationship.</p>
Automated decision-making / Profiling	<p>There will be no automated decision-making based on your collected data or profiling based on your collected data.</p>

Updated: May 2018

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