



## Privacy Notice for Customers and Business Partners pursuant to Art. 13 GDPR

Dear Customer,  
Dear Business Partners,

The protection of your personal data is of great importance to us. This privacy notice informs you about the processing of (your) personal data within the framework of a business relationship with us as well as about your rights related with this data processing. Please also provide this privacy notice to your employees.

### 1. Controller:

The controller responsible for processing your personal data is:

Abeking & Rasmussen  
Schiffs- und Yachtwerft SE  
An der Fähre 2  
27809 Lemwerder  
Telefon: +49 421 6733 0  
E-Mail: [info@abeking.com](mailto:info@abeking.com)

### 2. Data Protection Officer:

You may contact our Data Protection Officer at the above postal address, adding “For the attention of the Data Protection Officer”, or by email at: [Datenschutz@abeking.com](mailto:Datenschutz@abeking.com)

### 3. For which purposes do we process your data and on which legal basis?

We process the following data or categories of personal data concerning you:

Purpose	Processes Data / Category of Data	Legal Basis / Legitimate Interest
Initiation, conclusion and performance of the contract	Master data (e.g. title, first name, last name, email address, position, company, telephone and fax number, address, bank details (e.g. IBAN, BIC, account holder), tax identification number, communication data, declarations of intent, transaction data	Art. 6(1)(b) GDPR; in the case of contact persons of a customer: Art. 6(1)(f) GDPR (Our legitimate interest lies in being able to communicate with our customers and fulfill our contracts.)
Execution and administration of payments made or received	Master data, bank details, tax number, accounting data	Art. 6(1)(b), (f) GDPR
Correspondence, contact data management, contract and contact management	Master data, communication data, contract data	Art. 6(1)(b), (f) GDPR (Our legitimate interest lies in communicating more efficiently with our customers and fulfilling our contracts more efficiently.)
Access control to company premises, exercise of domiciliary rights	Master data, data collected in the context of site security (e.g. name, address, company, date of visit, contact person, employee ID number, photo, issue date of employee/visitor ID, employers' liability	Art. 6(1)(f) GDPR (Our legitimate interest lies in site security.)



Purpose	Processes Data / Category of Data	Legal Basis / Legitimate Interest
	insurance association, vehicle registration number)	
Accounting processes (financial accounting, asset accounting and cost accounting)	Master data, bank details, tax identification number, accounting data	Art. 6(1)(c), (f) GDPR
Helpdesk, Servicedesk	User data (user ID, name, contact details, IP address), supplier data, customer data; in the event of an incident: application, disruption, content of the request, status of the request, description of the solution	Art. 6(1)(f) GDPR (Our legitimate interest lies in remedying disruptions, identifying vulnerabilities and initiating improvements.)
Security clearance (if required for the activity)	Security clearance data (e.g. passport or ID data, date of birth, residences of the last 5 years, children, marital status, parents' personal details, CV, information on social networks/own websites/financial situation)	Art. 6(1)(c), (f) GDPR
Sanctions list screening	Name, where applicable date of birth, gender, place of birth, nationality, language	Art. 6(1)(c), (f) GDPR
Marketing measures	Contact details	Postal mailings: Art. 6(1)(f) GDPR (Our legitimate interest lies in conducting direct marketing.) Telephone or email: Art. 6(1)(a) GDPR
Creditworthiness check	Address, commercial register entry, tax numbers, company master data, insolvency information, managing directors, beneficial owner, affiliation checks	Art. 6(1)(f) GDPR (Our legitimate interest lies in ensuring solvency.)
Assertion of legal claims and defense in legal disputes	Master data and all personal data that are subject of the legal claim or dispute	Art. 6(1)(f) GDPR (Our legitimate interest lies in enforcing existing claims.)
Consent and objection management (management of data protection consents, withdrawals and objections)	Master data, data protection declarations	Art. 6(1)(c) GDPR
Data subject rights management (processing of data subject requests)	All data or categories of data that are subject of the respective request	Art. 6(1)(c) GDPR

#### 4. Who receives the data (Recipients)?

Your data will be disclosed to the responsible employees within our company for the aforementioned purposes. Our employees are obliged to maintain confidentiality regarding personal data within the framework of their employment relationship. Data processing is carried out in accordance with general data security standards in line with the current state of the art. Disclosure to third parties outside our company takes place only if this is necessary for contract processing or billing, if you have given your consent, or if there is a legal basis or obligation.



In case we engage third-party service providers (so-called processors) for the performance and handling of processing activities, the provisions of the GDPR are complied with. Service providers that may support us include:

- Hosting providers,
- Email service providers,
- IT service providers,
- Software (SaaS) providers,
- Accounting service providers and document destruction service providers,
- Sales and marketing partners,
- Invoice digitization service providers,
- Site security services.

We may transfer personal data to the following third parties who process data under their own responsibility (controllers pursuant to Art. 4 No. 7 GDPR), within the scope of legal permissibility and necessity:

- Auditors,
- Public authorities,
- Tax advisors,
- Lawyers,
- Postal and delivery services,
- Insurance companies,
- Data protection officers

When commissioning Microsoft 365 (M365), we have instructed that processed data shall generally be stored within the EU. However, a transfer to third countries through the engagement of processors and third parties cannot be entirely excluded when using M365. In such cases, we have implemented appropriate safeguards in order to protect your data.

## **7. Transfer of data to third countries**

If we process data in third countries (i.e. countries where the GDPR does not apply) or if processing takes place in the context of using third-party services or disclosing/transferring data to other persons, bodies or companies, this is carried out only in accordance with legal requirements.

A transfer takes place in a legally permissible manner if the European Commission has determined that an adequate level of data protection exists in the respective third country. If no such adequacy decision exists, personal data will be transferred only if appropriate safeguards pursuant to Art. 46 GDPR are in place or if one of the conditions of Art. 49 GDPR applies.

## **8. Data retention**

We process your personal data only for as long as necessary in order to fulfill the respective processing purpose. In addition, we are subject to various retention and documentation obligations arising, for example, from the German Commercial Code (HGB) or the German Fiscal Code (AO). These retention periods may last up to ten full years.



Finally, the storage period is also determined by statutory limitation periods, which may extend up to thirty years pursuant to Sections 195 et seq. of the German Civil Code (BGB), although the regular limitation period is three years.

## **9. Your rights**

Within the framework of applicable legal provisions, you have the right at any time to obtain information free of charge (Art. 15 GDPR) about your personal data stored by us, its origin and recipients, and the purpose of the data processing, and, where applicable, a right to rectification (Art. 16 GDPR), restriction of processing or erasure (Art. 17 GDPR) of such data. You may also have the right to restriction of processing (Art. 18 GDPR) and the right to receive the data you have provided in a structured, commonly used and machine-readable format (Art. 20 GDPR).

**If you have given consent to the processing of personal data for specific purposes, you may withdraw your consent at any time with effect for the future.**

**Pursuant to Art. 21 GDPR, you have the right to object to any processing based on Art. 6(1)(e) or (f) GDPR. If personal data is processed for direct marketing purposes, you may object to this processing pursuant to Art. 21(2) and (3) GDPR.**

For these purposes and for further questions regarding personal data, you may contact us at any time using the contact details provided in section 1.

You also have the right to lodge a complaint with a data protection supervisory authority (Art. 77 GDPR).