



Privacy Policy for users of WIkademy®

We, the WIKUS-Sägenfabrik Wilhelm H. Kullmann GmbH & Co. KG, Melsunger Str. 30, 34286 Spangenberg, Tel.: +49 (5663) 5000, <u>info@wikus.de</u>, set out below which of your data we process. Should you have any questions concerning data protection, just contact our data protection officer at wikus@dsb-moers.de. Further contact information can be found here: <u>www.dsb-moers.de</u>.

Purpose of the data processing

Purpose of the data processing is the contract initiation and contract execution in connection with the use of our WIkademy[®] training offers on basis of Art. 6 para. 1 lit. b. GDPR and the maintenance of the business relationship on the basis of our legitimate interest pursuant to Art. 6 para. 1 lit. f GDPR.

Data transfer for registrations from abroad

In the case of registrations for our webinars from abroad, we transfer your data to the responsible local trading partner. The legal basis for data processing is Art. 6 para.1 lit. b GDPR; data processing is for billing purposes.

Sanction list screening

We are legally obliged to carry out a sanction list screening. The legal basis for data processing is Art. 6 para. 1 lit. c GDPR. For this purpose, your contact data will be transmitted to a service provider, who is separately bound to maintain confidentiality and protect data, for comparison with the sanctions lists. Your data will only be processed for the purpose of the sanction lists screening and will be deleted after the statutory retention period has expired.

Survey Feedback on your WIkademy - Webinar - Training

In connection with your participation in our webinars, we process your data, e.g. your email address, for sending feedback requests. The data processing is based on our legitimate interest according to Art. 6 para. 1 lit. f DSGVO, which lies in the optimization of our training offers and content.

If you would like to give us your feedback on your WIkademy - Webinar - Training, your answers will be automatically evaluated. Your name is given on a voluntary basis. We would like to point out that your feedback will only be used for the purpose of optimizing our training offers and contents.

The data will not be passed on to third parties. If you would like to prevent the processing of your data for these purposes, you can object to this processing by sending a short e-mail to <u>wikademy@wikus.de</u>.

Newsletter

The purpose of sending newsletters is to provide information about new webinars and further training offers from our company. We send newsletters on basis of our legitimate interest pursuant to Art. 6 para. 1 lit. f GDPR. There will be no data transfer to third parties. You can unsubscribe anytime, just click on the "unsubscribe link". If you wish to object to the processing, you may also send us your unsubscribe request by e-mail to <u>marketing@wikus.de</u>.

Categories of recipients

In the context of the provision of services for special sectors we use service providers that have been contractually obligated to maintain confidentiality and protect data in the event that access to personal data cannot be excluded. This category of recipients includes: IT service providers. Data disclosure to authorities requires the existence of overriding statutory provisions. A transfer of data to recipients in third countries takes place exclusively under the conditions of Art. 44 et seq. GDPR.

Storage period and deletion of data

Your data will be stored for the duration of the contract; at the end of the contractual relationship, we are obliged to retain the tax-relevant documents for 10 years after the annual accounts and calendar year end. Subsequently, the data will be deleted.





If the data is processed on basis of our ongoing legitimate business interest according to Art. 6 para. 1 lit. f GDPR, we store the data as long as necessary for the purpose or until you object to the processing.

Your right to information, rectification, erasure, object and data portability

You may avail yourself of your rights to access, rectification and erasure of data at any time. Simply contact us using one of the methods described above. Should you require data to be deleted, which we are still legally obligated to retain, access to your data will be restricted (blocked). The same applies to your right to object. You may avail yourself of your right to data portability if the recipient and ourselves have the technical means.

Right to lodge a complaint

You have the option at any time to lodge a complaint with a data protection supervisory authority.

Provision obligation

Without providing correct details the conclusion of a contract shall not be possible.