

Data protection information for customers and suppliers

1. General Information	1
2. Which kind of data is collected and how is it used?	1
3. Is there a data transmissions to third parties, e.g. authorities?	4
4. Credit agency note	5
5. Airport identification cards	6
6. How long will my data be stored?	6
7. Do I have a right of information and rectification? Which rights do I have regarding my stored data?	6
8. Can I revoke my given consent in using my data?	6
9. Who is my contact person in case of questions concerning data protection?	7
10. How long is this privacy policy valid?	7

1. General Information

This data protection policy informs customers and suppliers about the processing of personal data.

According to Art. 4 para. 7 General Data Protection Regulation ("GDPR") the controller of the data processing is Media Frankfurt GmbH, Unterschweinstiege 2-14, 60549 Frankfurt am Main, (hereinafter "**Media**"), represented by the managing director Martin Korosec.

We take the issues of data protection and confidentiality very seriously and comply with the applicable national and European data protection regulations. Therefore, we would like to inform you with this declaration about data protection measures and about which data we may store and how we use this data.

2. Which kind of data is collected and how is it used?

Media collects, processes and uses personal data to the extent necessary for the proper processing of the business. We process your personal and company data to the extent described hereafter. This refers to data that can be related to you personally or to the company, e.g. surname, first name, address, telephone

number, e-mail addresses, language (if, for example, the communication with you is in English), payment data, services or products, information on customer or supplier history as well as sales history, communication data and contents (telephone calls, e-mails, conversations and other correspondence).

2.1 Data processing for contractual purposes

We collect and process your personal data, if you purchase certain products or services from us or if you supply or render them to us and we therefore need your data. The legal basis for the processing is Art. 6 para. 1 b GDPR respectively Art. 6 para. 1 f GDPR. In detail:

- If necessary we will collect, store and pass on your personal data to perform contractual services. The collection, storage and transfer is carried out for the purpose of performance of the contract and on the basis of Art. 6 para. 1 b GDPR, if the customer or supplier is a natural person, and on the basis of Art. 6 para. 1 f GDPR (legitimate interests) regarding the data of the customers or suppliers employees. If this data will not be provided the result may be that the contract cannot be concluded.

If we deliver products to you, we pass on your data to the commissioned distribution company as far as required for delivery.

- Furthermore we process - to the extent necessary for the provision of our services or the procurement of your services - personal data which we have received permissibly from other third parties (e.g. Bürger GmbH; e.g. for the execution of orders, for the fulfillment of contracts, on the basis of legitimate interests or on the basis of your given consent). We also process personal data that we have obtained in a permitted way from publicly accessible sources (e.g. debtor directories, land registers, commercial and association registers, press, and media).
- If there are no contrary statutory powers or obligations, we use your personal data only for purposes for which you have given your consent.

2.2 Within the scope of balancing of interests

If necessary, we process your data beyond the actual performance of contract to protect our legitimate interests or the legitimate interests of third parties pursuant to Art. 6 para. 1 f GDPR. Examples:

- For contractual purposes regarding the data of the customers or suppliers employees;

- Consultation and data exchange with credit agencies (e.g. Bürgel) to determine creditworthiness and default risks, § 31 para. 2 German Federal Data Protection Act (*Bundesdatenschutzgesetz* - “**BDSG**”) and Art. 6 para. 1 f GDPR;
- Examination and optimization of procedures for requirement analysis and direct customer contact;
- Advertising or market and opinion research, insofar as you have not objected to the use of your data;
- Assertion of legal claims and defense in legal disputes;
- Efficient central data processing within Media;
- Ensuring IT security and IT operations;

We will not process the collected and processed personal data without your consent for purposes of product information or transfer it to third parties. However, we will anonymize and aggregate the data. We will evaluate this anonymous and aggregated data for product information in order to determine which products may cause a stir of interest for our customers’ business operations, and then possibly provide them with the relevant product information on the basis of these evaluations.

2.3 Due to your consent

If you have given us your consent to process personal data for certain purposes (e.g. transmission of data within the group), the lawfulness of this processing is given on the basis of your consent pursuant to Art. 6 para. 1 a GDPR. Your consent can be revoked at any time. Please note that the revocation only applies for the future. Processing operations that took place before the revocation are not affected.

2.4 Due to legal requirements

Furthermore, we are subject to various statutory obligations, i.e. legal requirements (e.g. commercial law, tax laws), Art. 6 para. 1 c GDPR. The

purposes of processing include, among other things, the fulfillment of control and reporting obligations under tax law.

3. Is there a data transmissions to third parties, e.g. authorities?

Within Media, those entities receive your data that need it to fulfill our contractual and statutory obligations. Some data must be passed on under strict contractual and legal conditions:

- Due to legal obligations:

In certain cases, we are legally obliged to transfer data to a requesting government agency.

Otherwise, personal data will only be transferred to state institutions and authorities within the framework of mandatory national legal provisions or if the transfer is necessary in the event of attacks on the network infrastructure for legal or criminal prosecution. The legal basis for the processing is Art. 6 para. 1 c GDPR respectively § 24 para. 2 no. 1 BDSG.

- To external service providers for data processing:

If service providers get in contact with the personal data of our customers and suppliers, this is usually done as part of a so-called data processing on behalf of the controller. This is expressly provided by law. Also in this case Media remains responsible for the protection of your data - if and when necessary in addition to the data processor. The service provider works exclusively in accordance with our instructions, which we ensure through strict contractual regulations, technical and organizational measures and additional controls. Media uses service providers as data processors. These are Media group companies and service providers in the categories IT services (e.g. for technical-administrative tasks and for usage analysis), telecommunications, consulting, sales and marketing.

The data protection regulations for order data processing are obeyed.

- To group companies of Media:

Where applicable, Media may transfer your personal data to Media group companies for the purpose of conducting an existing business relationship with you or safeguarding legitimate interests.

If there are data transfers abroad, they are located within the EU or the EEA or in a country which has an adequate level of data protection in accordance

with the resolution of the EU Commission. In the case of data transfers to Group companies domiciled in other countries, Media guarantees that the data-importing group company has been obliged by Media to maintain an adequate level of data protection.

- Credit agencies (e.g. CRIF Bürgel GmbH, see below clause 4.) for determining creditworthiness and default risks.

Apart from this, we do not pass on any data to third parties unless you have expressly consented, the transmission is clearly necessary for the execution of an offer or service requested by you or this is provided for by law.

4. Credit agency note

4.1 Data transmission to credit agencies

Within the framework of the contractual relationship with you, we transmit personal data collected on the application, execution and termination of this business relationship as well as data on non-contractual behavior or fraudulent behavior to credit agencies such as CRIF Bürgel GmbH, Radtkoferstraße 2, 81373 München.

CRIFBÜRGEL processes the received data and also uses it for the purpose of profiling (scoring) in order to provide information to its contractual partners in the European Economic Area and in Switzerland as well as to any other third countries (provided that they are the subject of an adequacy decision by the European Commission), among that to assess the creditworthiness of natural persons. Further details concerning the activities of CRIFBÜRGEL can be found in the CRIFBÜRGEL information sheet or can be consulted online at www.crifbuergel.de/de/datenschutz.

4.2 Legal basis for data transmission to credit agencies

Legal basis for these transmissions are Art. 6 para. 1 b and Art. 6 para. 1 f GDPR. Transmissions on the basis of Art. 6 para. 1 f GDPR may only occur as far as it is necessary to safeguard the legitimate interests of the responsible authority or third parties and does not outweigh the interests or fundamental rights and freedoms of the concerned persons which require the protection of personal data. The data exchange with CRIFBÜRGEL also serves the fulfilment of statutory obligations to carry out creditworthiness checks of customers (sections 505a and 506 of the German Civil Code).

5. Airport identification cards

The Aviation Security Act, the Air Traffic Licensing Regulations and the EU Aviation Security Regulations oblige Fraport AG to secure the airport site. For this reason, access to the landside and airside areas is only permitted to authorized persons with an appropriate airport identification card. In case of a request for such an airport identification card, personal data is collected and forwarded to Fraport AG as the identification office for its processing. The completed request with the respective data will then be stored at Media.

6. How long will my data be stored?

We store data as long as it is legally necessary or as long as it is necessary to provide the service that you have requested or as it has been determined in an appropriate consent.

7. Do I have a right of information and rectification? Which rights do I have regarding my stored data?

You can at any time and free of charge request information about the scope, the origin and the recipients of the stored data as well as the purpose of the storage; moreover, in accordance with data protection regulations, you have the right to correct, delete or restrict the processing of your data, a right of objection to the processing and a right to data transfer. The existence of a right of appeal to a supervisory authority is pointed out.

8. Can I revoke my given consent in using my data?

You have the right to revoke your consent to the use of your data at any time. To do so, you have to send an e-mail to datenschutz@media-frankfurt.de or write a message to the following address:

Media Frankfurt GmbH
Datenschutz
Unterschweinstiege 2-14
60549 Frankfurt am Main

The data processing based on your consent is lawful until the time of revocation.

9. Who is my contact person in case of questions concerning data protection?

If you have any questions or suggestions, please feel free to contact Media's data protection officer at any time:

Media Frankfurt GmbH
Datenschutzbeauftragter
Unterschweinstiege 2-14
60549 Frankfurt am Main
datenschutz@media-frankfurt.de

10. How long is this privacy policy valid?

This privacy policy is current and dated 17.09.2018. We reserve the right to change the privacy policy at any time with effect for the future if necessary, in particular to adapt it to further development of the website or implementation of new technologies.