

## General information on data protection (information obligation pursuant to GDPR, DS-GVO)

### Information on data protection

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#### 1. Name and contact data of the controller and the data protection officer

This information on data protection applies to me, Alexander Heyne, freelance translator.

Full business address and contact data:

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Riemannstraße 38  
04107 Leipzig

Phone +49-341-3199870  
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as the controller.

#### 2. You can reach my data protection officer under:

I am not legally obligated to appoint a data protection officer, since I am a sole proprietor. However, I comply with the requirements of the applicable data protection laws.

#### 3. Collection and storage of personal data; type and purpose of use

When you commission me with performing services for you, the following data are collected:

- form of address, title, first name, surname
- address
- e-mail address
- phone number (landline and/or mobile phone)
- possibly fax number (if existing and requested by you)

- possibly bank account details
- possibly date of birth

Furthermore, all information is collected that is required to execute the contract concluded with you.

The collection of personal data takes place

- in order to identify you as a client;
- in order to advise you as appropriate;
- in order to be able to meet my contractual obligations toward you;
- in order to comply with my statutory duties;
- in order to correspond with you;
- for invoicing and potentially for the purposes of debt collection;
- for the purpose of asserting any existing claims against you.

The processing of the personal data takes place after you contacted me; it is required for the abovementioned purposes, for processing your inquiry, and to meet the obligations arising from the underlying contract.

The personal data collected are stored until the legal retention period applicable in Germany (6 or 10 years following the end of the calendar year) has passed; when this period has passed, the data are deleted. If no contractual relationship comes into existence, the related personal data will be deleted immediately after it becomes clear that no contract will be concluded. As an exception, this shall not apply if I am obligated, on account of retention periods mandated by fiscal or trade law (German Commercial Code, German Tax Code or General Fiscal Law), to keep the data stored for a longer period, or if you have given consent to a longer retention period.

#### **4. Transmission of data to third parties**

As a general rule, your personal data are not transmitted to third parties. Exceptions from this rule apply only as far as this is required to execute the contract with you and perform the job. This includes, in particular, the transmission to service providers commissioned by me ("data processors") or other third parties whose work is important for performing the contract. The transmitted data may be used by the third parties exclusively for the abovementioned purposes.

#### **5. Your rights as data subject**

As a data subject, you have various rights:

- Right of withdrawal: You may withdraw at any time any consent given by you. In such a case, the data processing which is based on the withdrawn consent cannot be continued in the future.
- Right to be informed: You have the right to request information on the personal data processed by me. This applies in particular to the purposes of data processing, the categories of personal data, potentially the categories of recipients, the retention period, potentially the origin of your data.
- Right to make corrections: You have the right to request that any incorrect or incomplete parts of your personal data stored with me be corrected or completed.
- Right to delete: You have the right to request that your personal data stored with me be deleted, to the extent that their processing is not required to exercise the right of free expression and information, to comply with a legal obligation, for reasons of public interest, or to assert, exercise or defend legal claims.
- Right to restrict processing: You have the right to request that the processing of your personal data be restricted to the extent that you dispute the correctness of your data, the processing is unlawful but you reject their deletion. Furthermore, you have this right if I no longer need the data but if you need them in order to assert, exercise or defend legal claims. Furthermore, you have this right if you have objected to the processing of your personal data;
- Right to data portability: You have the right to request that I transmit to you in a structured, established and machine-readable format your personal data which you submitted to me. As an alternative, you have the right to request that the personal data provided to me by you be transmitted to a different third party controller.
- Right to lodge complaints: If you are of the opinion that I process your personal data in an unlawful manner, you may lodge a complaint with any competent data protection authority. You can find a list of data protection officers and their contact data under [https://www.bfdi.bund.de/DE/Infothek/Anschriften\\_Links/anschriften\\_links-node.html](https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.html)

The competent data protection authority for my activity is:

The Data Protection Officer in Saxony  
Andreas Schurig  
Devrientstraße 1  
D-01067 Dresden

Phone: +49-351-493-5401

Fax +49-351-493-5490

E-Mail: saechsdsb@slt.sachsen.de

Website (German): <http://www.datenschutz.sachsen.de>

## **6. Your right to object**

### **Information on the right to object pursuant to Art. 21, German General Data Protection Regulation DSGVO**

You have the right to object, at any time for any reasons resulting from your personal situation, to the processing of personal data referring to you taking place based on Art. 6, par. 1, lit. f of DS-GVO (Processing for the purposes of the legitimate interests pursued by the controller or by a third party).

If you object, I will stop processing your personal data unless I am able to prove that there is compelling legitimate interest for continuing to process such data which overrides your interests, rights and freedoms, or unless the processing serves to assert, exercise or defend legal claims.

## **7. Data processing online**

The processing of certain personal data – among them the IP address of website visitors – also takes place on my website, at [www.select-translation.de](http://www.select-translation.de). You can therefore find supplementary information online at <http://select-translation.de/en/data-privacy-statement/>.