

**Privacy Policy - How we treat your personal data and your related rights
(Basic information according to Art. 13, 14 and 21 General Protection Regulation (GDPR))**

Dear customer,

We would like to inform you in the following about how we process your personal data and the rights and claims to which you are entitled according to the data protection regulations. Which data is processed in detail and how it is used depends largely on the scope of services within the framework of the contractual relationship or in the framework of contractual relationships similar to debt law or the law of obligations.

1. Who is responsible for data processing and who can I contact?

The data controller is:
Milchprüfning Bayern e.V.
Hochstatt 2, D-85283 Wolnzach

Taking data separation into account, these information obligations also apply to our subsidiaries:

QSE GmbH and milchZert GmbH
Hochstatt 2, D-85283 Wolnzach

You can reach our company data protection officer at:

Michael Knapp, Hochstatt 2, D-85283 Wolnzach
Phone: +49 (0)8442-9599-0, Fax: +49 (0)8442-9599-5400
Email: datenschutz@adlerschwarzwald.de

2. Which sources and data are used for data collection?

We process personal data that we receive from you in the context of our business relationship with you. Relevant personal data comprises personal details (company name, your name, address, authorised representatives with their electronic and postal contact details).

3. What do we process your data for (purpose of processing) and on what legal basis?

We process your personal data in accordance with the provisions of the European General Data Protection Regulation (GDPR) and the Federal Data Protection Act (BDSG) as well as for the core process in accordance with the Milk Quality Ordinance (MilchGüV).

3.1. To fulfil contractual obligations (Art. 6 (1) (b) GDPR) and as a legal obligation according to the Milk Quality Ordinance

Processing personal data (Art. 4 (2) GDPR) is performed to provide our statutory testing and laboratory services. Our subsidiaries offer reference materials, suitability tests and consulting or certification services for all aspects of milk production. In addition to statutory audit mandates, audit assignments can also be commissioned directly.

The following minimum information for implementing and processing the contractual relationships is required for the standard processes:

- Title
- Address
- Last name, first name (name supplement, pseudonym)
- Address and postal code
- Possibly email address
- Phone numbers
- Different delivery address
- Possibly contact partners

3.2 Based on the balancing of interests (Art. 6 (1) (f) GDPR)

If required, we process your data beyond actually fulfilling the contract in order to protect our legitimate interests or those of third parties, such as in the following cases:

- Safeguarding our IT security and IT operations
- Measures for safeguarding building and system security (e.g. access controls)
- Measures to safeguard domiciliary rights

3.3. Based on your consent (Art. 6 (1) (a) GDPR)

If you have given us your consent to process your personal data for certain purposes (e.g. the transfer of data within our consortium/group), the lawfulness of said processing is based on your consent. You can revoke any consent given at any time.

- Electronic advertising by email, telephone and/or fax
- Image use for print and online media
- Digital signatures for internal and external correspondence
- Consent to data transfer to cooperation partners

Please note that revocation only applies to the future. Processing that took place before your decision to revoke is not affected.

3.4. Based on legal requirements (Art. 6 (1) (c) GDPR) or in the public interest (Art. 6 (1) (e) GDPR)

We are also subject to legal obligations in terms of legal requirements:

- **Milk Quality Ordinance (MilchGüV)**

4. Who receives your data?

Within the company itself, the data is provided on a function-related basis in order to fulfil our contractual and legal obligations. Data processors we employ (Art. 28 GDPR) can also receive data for these purposes.

With regard to the transfer of data to recipients outside our company, it needs to be noted that your data will be made available to customers (usually dairies) and the statutory supervisory authorities. This does not apply to data that is collected and processed in the context of an audit mandate and an audit mandate that is issued directly.

- Public bodies and institutions: Bavarian State Office for Health and Food Safety, competent district administrative authorities (veterinary bodies), "Bayerische Kontrollbehörde für Lebensmittelsicherheit und Veterinärwesen", "Tiergesundheitsdienst Bayern e.V."

Other recipients of data may be those bodies for which you have given us your consent to transfer your data.

5. How long do we save your data for?

If necessary, we process and store your personal data for the duration of our business relationship, which includes, for example, initiation and execution of a contract.

In addition, we are subject to various retention and documentation obligations, which result from the Commercial Code (HGB), Tax Code (AO) and Milk Quality Ordinance (MilchGüV). The retention and documentation periods specified by these laws are between two and ten years.

Finally, the retention period is also assessed according to the statutory limitation periods, which, for example, according to Sec. 195 seq. German Civil Code (BGB), can generally be three years, but also up to thirty years in certain cases.

6. Is data transferred to a third country or an international organisation?

Fundamentally, data transfer to third countries (countries outside the European Economic Area - EEA) does not take place.

7. What data protection rights do you have?

Each data subject has the right to information pursuant to Sec. 15 GDPR, the right to correction pursuant to Sec. 16 GDPR, the right to cancellation pursuant to Sec. 17 GDPR, the right to restrict processing pursuant to Sec. 18 GDPR and the right to data transfer pursuant to Sec. 20 GDPR. The restrictions under Sec. 34 and 35 BDSG apply to the right to information and the right to deletion. Furthermore, the data subject has a right of appeal to the competent supervisory authority responsible for data protection in accordance with Sec. 77 GDPR in conjunction with Sec. 19 BDSG.

Bayerisches Landesamt für Datenschutzaufsicht

Street address:	Postal address:
Promenade 27 (Schloss)	Postfach 606
D-91522 Ansbach	D-91511 Ansbach
Germany	Germany

Phone: +49 (0)981-531300
Fax: +49 (0)981-53981300
Email: poststelle@lda.bayern.de

8. Are you obliged to provide your personal data?

Within the context of our business relationship, you are only obliged to provide us with the data required for establishing, implementing and terminating a business relationship or the data we are obliged to collect by law. Without this data, we will usually have to reject the conclusion of the contract or

execution of the order, or will no longer be able to implement an existing contract and possibly have to terminate it.

In the regular process, data collection is based on Sec. 2 (1) to (8) Milk Quality Ordinance (MilchGüV).

9. Information about your right to object pursuant to Art. 21 General Data Protection Regulation (GDPR)

1. For reasons arising from your particular situation, you are entitled at any time to object to data on your person being processed, which takes place based on Sec. 6 (1) (e) GDPR (data processing in the public interest) and GDPR Art. 6 (1) (f) (data processing based on a balance of interests). If you object, we will no longer process your personal data unless we can establish compelling legitimate grounds for processing it that outweigh your interests, rights and freedoms, or processing it for purposes of asserting, exercising or defending legal claims.
2. In individual cases, we process your personal data to perform direct advertising. You are entitled to submit an objection at any time against processing data concerning your person for the purpose of such advertising. If you object to its processing for direct advertising purposes, we will no longer process your personal data for these purposes. The objection can be made in any form and should be addressed to:

Milchprüfning Bayern e.V.
Michael Knapp, (GDDcert), Hochstatt 2, D-85283 Wolnzach
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Email: datenschutz@mpr-bayern.de