

## How we process your Data

### 1. Name and Contact Details of the Controller (Party responsible for processing Data) as well as the Agency's Data Protection Officer

This data protection notice applies to data processed by the Controller  
KONTRAPUNKT Agentur für Kommunikation GmbH  
Goldbekplatz 3, 22303 Hamburg (Germany)  
Phone: +49 40 27 84 76 - 0  
Email: [mail@kontrapunkt.de](mailto:mail@kontrapunkt.de)  
Web: [www.kontrapunkt.de](http://www.kontrapunkt.de)

Kontrapunkt's data protection officer can be contacted at the a.m. address, person in charge: Mr Sven Weschler or by email [kontakt@iqanta.com](mailto:kontakt@iqanta.com)

### 2. Collection and Storage of Personal Data as well as Nature and Purpose of the Processing and Type of Personal Data and how we use them

When you engage us, we will collect the following information:

- Title, first name, last name
- Valid email address
- Address
- Telephone number (landline and/or mobile phone number)
- Information required to enforce and defend your rights under the engagement

We collect the above data to

- allow us to identify you as our client,
- provide the services you asked us to provide, for example, as part event management,
- correspond with you,
- invoice you.

Your data are processed as a result of your enquiry. Pursuant to Article 6(1) 1st sentence letter b) General Data Protection Regulation [GDPR] your data need to be processed for the purposes mentioned above to allow us to properly handle your order as well as to enable both parties to meet the obligations under the contract.

The personal data that we collect in relation to your order will be retained until completion of the order and/or until the general statutory retention period applicable to commercial correspondence and business letters in Germany - i.e. six years after the calendar year has ended, in which the order was completed - has expired. The data will then be erased unless the provisions of Article 6(1) 1st sentence letter c) GDPR require us to retain them for a longer period of time to comply with German tax law and German commercial law retention and documentation provisions (German Commercial Code [HGB], German Code of Criminal Procedure [StGB] or German Fiscal Code [AO]) or because you have agreed to a longer storage period pursuant to Article 6(1) 1st sentence letter a) GDPR.

If you have not provided us with your personal data yourself, we have retrieved such data directly from public sources or it has been provided to us by the person invited to an event who has named you as an accompanying person. In the case of collection from public sources (Internet or telephone book), only your name and - if available - your address and telephone number have been processed by us at the time of contacting you. If you are named as an accompanying person, we will only process your name and e-mail address in the first step, after which you will receive a confirmation e-mail for your identification.

### 3. Disclosure of Data to Third Parties

Your personal data will not be disclosed to third parties for purposes other than the ones listed below. If pursuant to the provisions of Article 6(1) 1st sentence letter b) GDPR we have to disclose your personal data to third parties to handle your order, we will disclose them. In particular this includes the disclosure of your data to transport service providers if deliveries need to be made to you. Furthermore, we pass on your data within the scope of order processing for event management, e.g. to printing companies (printing of name tags, invitation cards, participant lists, etc.), to hotels or locations (booking of overnight stays,

meeting rooms, etc.), to transport service providers (shuttle transfers, air travel, rail travel, etc.) or similar. The third party is permitted to use the data disclosed to it solely for the purposes agreed. We have concluded contracts with all contract processors, if necessary, in accordance with the GDPR for contract processing.

#### **4. Rights of the Data Subject**

You have the right,

- pursuant to Article 7(3) GDPR, to withdraw your consent given to us at any time. When you withdraw your consent, we will stop processing the data your consent refers to;
- pursuant to Article 15 GDPR, to obtain from us information concerning the processing of your personal data. In particular you are entitled to receive information about the purposes of the processing, the category of the personal data concerned, the categories of recipients to whom your personal data have been or will be disclosed, the envisaged period of storage of your personal data, the existence of the right to request from us rectification, erasure, restriction of or the right to object to processing your personal data, the existence of the right to file a complaint, information as to the source of your personal data if they were not collected by us, and the existence of automated decision-making, including profiling and obtaining from us meaningful, more detailed information about it;
- pursuant to Article 16 GDPR, to demand from us to rectify without delay any inaccurate personal data or complete incomplete personal data retained by us;
- pursuant to Article 17 GDPR, to have any personal data retained by us erased unless we need to process your data to exercise the right to freedom of expression and information, comply with a legal obligation, for reasons of public interest or to assert, exercise or defend legal claims;
- pursuant to Article 18 GDPR, to demand from us to restrict the processing of your personal data insofar as you dispute the accuracy of your personal data, the processing of your data is unlawful however you do not want them erased [but request the restriction of their use instead] and we no longer require your data however you need them to assert, exercise or defend legal claims, or you have filed an objection to the processing of your data on the grounds of Article 21 GDPR;
- pursuant to Article 20 GDPR, to obtain from us the personal data you provided us in a structured, common, machine-readable format or demand their transmission to another controller; and
- pursuant to Article 77 GDPR, to file a complaint with a regulatory authority, usually with the regulatory authority in charge at your place of residence or place of work or the place the office of our law firm is located.

#### **5. Right to object**

Insofar as your personal data are processed based on the legitimate interests [pursued by the controller or a third party] as provided for in Article 6(1) 1st sentence letter f) GDPR you have the right, pursuant to Article 21 GDPR, to object to the processing of your personal data on grounds relating to your particular situation.

If you wish to exercise your right to object, simply send an email to [mail@kontrapunkt.de](mailto:mail@kontrapunkt.de).