

# Privacy Notice

**for Customers, Potential Customers and their  
Employees**

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The imc group is very serious about the protection of your personal data and processes it exclusively in accordance with the applicable legal provisions.

In order to fulfil our information obligations in accordance with Art. 13 and 14 GDPR, we are pleased to provide you the following privacy notice:

## **I. Who is responsible for processing your personal data (controller)?**

Responsible in the sense of the GDPR and other privacy regulations is the company of the imc group with which you or the organization to which you belong are in contact or already have a business relationship. This is regularly one of the following companies:

imc information multimedia  
communication AG  
Scheer Tower | Uni-Campus Nord  
D-66123 Saarbrücken  
E-Mail: [info@im-c.com](mailto:info@im-c.com)  
Phone: +49 681 9476 0

imc information multimedia  
communication GmbH  
St. Peter Hauptstraße 27  
8042 Graz  
E-Mail: [info@im-c.com](mailto:info@im-c.com)  
Phone: +43 316 253 665 0

imc information multimedia  
communication AG  
Industriestrasse 50b  
8304 Wallisellen  
E-Mail: [info@im-c.com](mailto:info@im-c.com)  
Phone: +41 43 299 99 00

IMC (UK) LEARNING LTD  
GG.230  
30 Great Guildford St  
London SE1 0HS  
E-Mail: [info@im-c.com](mailto:info@im-c.com)  
Phone: +44 208 065 5215

imc information multimedia  
communication B.V.  
Lage Biezenweg 5c  
4131LV Vianen  
E-Mail: [info@im-c.com](mailto:info@im-c.com)

IMC Information Multimedia  
Communication SRL  
Str. Nicolaus Olahus, Nr. 5  
Corp A, Etaj 15  
550370 Sibiu  
E-Mail: [info@im-c.com](mailto:info@im-c.com)  
Phone: +40 269 225 060

## **II. How can I reach your data protection officer?**

imc information multimedia communication AG (Germany) has appointed a data protection officer, who you can reach as follows:

imc information multimedia communication AG  
- Data protection officer -  
Scheer Tower | Uni-Campus Nord  
D-66123 Saarbrücken  
E-Mail: [datenschutz@im-c.com](mailto:datenschutz@im-c.com)

All other companies in the imc group are not obliged to appoint a data protection officer pursuant to Art. 37 GDPR. Please address your concerns regarding data protection to the respective contact address or to the central data protection e-mail ([datenschutz@im-c.com](mailto:datenschutz@im-c.com)).

### **III. For which purposes are my personal data processed and on what legal basis is this done?**

- Processing for the performance of a contract or to take steps prior to the conclusion of a contract in accordance with Art. 6 Para. 1 S. 1 lit. b GDPR

We process your personal data primarily to enable the execution of the contracts concluded with you. In doing so, we use your personal data to fulfil our obligations resulting from the contractual relationship and to exercise the rights to which we are entitled.

If you are not yet in a contractual relationship with us, we regularly process your personal data in order to carry out precontractual measures which you have requested, and which are aimed at the conclusion of a contractual relationship. In this sense, we use your personal data, for example, to provide you with requested information on our product and service portfolio and, if desired, to provide you with personalized offers.

- Processing to safeguard legitimate interests in accordance with Art. 6 Para. 1 S. 1 lit. f GDPR

If you work for an organization that maintains a contractual relationship with us or is interested in doing so and has requested that we take steps to do so (e.g. providing information on our product and service portfolio and preparing offers) while you act as a contact person for us, we process your personal data to safeguard our legitimate interests. In this case, our legitimate interest is to safeguard our rights and fulfil our obligations arising from the aforementioned contractual relationship or to take the aforementioned steps requested by your organization.

In addition, we process your personal data on a regular basis in order to contact you if we become aware of a tender published by you (e.g. via your website or social media) or any other published request and are interested in cooperating with you. The same applies if you work for an organisation that publishes such requests and has appointed you as a contact person. In these cases, we also process your personal data to protect our legitimate interests, which are also to be seen in taking steps leading up to a contractual relationship.

- Processing to fulfil a legal obligation in accordance with Art. 6 Para. 1 S. 1 lit. c GDPR

Furthermore, we may process your personal data to fulfil legal obligations which we have to comply with. For example, it may be necessary to process your personal data in order to comply with any existing statutory retention obligations.

- Processing on the basis of your consent in accordance with Art. 6 Para. 1 S. 1 lit. a GDPR

If no other legal basis justifies the processing of your personal data, it will be carried out exclusively on the basis of your consent. This is regularly the case, for example, if your contact details are transmitted to us by third parties and you have agreed to this procedure. Of course, you can revoke your consent to the processing of your personal data at any time with effect for the future. To do so, simply send an e-mail to [datenschutz@im-c.com](mailto:datenschutz@im-c.com) or send a message to your contact person.

**IV. From which sources does the personal data processed by us come?**

In general, we only process personal data within the scope of our business processes that have been made available to us by the data subjects themselves or by the organization to which they belong. In some cases, we also process personal data that has been transmitted to us by business partners, provided the data subject has consented to this transmission or another legal basis for this transmission exists.

In exceptional cases, we also process personal data from publicly accessible sources (e.g. from public registers or the internet), provided this is legally permissible. This mainly affects contact information.

**V. Will my personal data be transmitted to third parties?**

In order to be internationally competitive and to guarantee a high-quality of service, we make use of the assistance of other imc companies and professional service providers for our business processes. Your personal data will only be transferred within our group of companies, if this serves the purpose of our business relationship. When engaging external service providers to be entrusted with the processing of personal data, we pay particular attention to their qualification for the execution of the engagement with regard to expertise and data protection. External service providers engaged by us are contractually bound to the data protection requirements of the GDPR and are regularly checked with regard to their compliance. Since our group of companies also includes companies based in third countries (e.g. Australia) and we are also supported by service providers with headquarters, subsidiaries or data centres in third countries, it may be necessary to transfer your personal data to such a third country in order to ensure the high-quality of our services. In these cases, we ensure that data access by these entities is restricted to what is absolutely necessary for the specific purpose. In addition, we ensure that personal data is only transferred to those entities that meet the special requirements for data transfers to third countries in accordance with Art. 44 ff. GDPR. We will gladly provide you with further information on this upon request.

**VI. How long will my personal data be stored?**

In general, your personal data will be stored as long as it is necessary for the respective purpose. In the case of personal data processed for the fulfilment of contracts with customers or for taking steps prior to a contract, this is regularly the case until the contractual relationship or the initiation of a contract is ended and all possible claims and obligations resulting from this relationship are fulfilled or have expired. If data concerning your person are subject to a statutory obligation to retain them, we will store them within the legally stipulated periods.

**VII. What rights do I have as a data subject?**

You have the right to request information about the personal data we process about you.

In the case of a request for information that is not made in writing, we ask for your understanding that we may then require you to provide evidence that proves that you are the person you claim to be.

You also have the right to demand correction or deletion or to restrict processing of your personal data to the extent that you are legally entitled to do so.

Furthermore, you have the right to object to the processing within the legal framework. You also have a right to data portability within the framework of the data protection regulations.

In particular, you have a right to object to the processing of your data in accordance with Art. 21 Para. 1 and 2 GDPR, provided that the relevant requirements are met.

Last but not least, you have the right to complain about the processing of your personal data by us to a supervisory authority for data protection.

#### **VIII. Am I obliged to provide my personal data?**

The provision of your personal data is necessary for the execution of the contractual relationship or for the implementation of precontractual measures. Not providing your personal data would mean that we would not be able to fulfil our contractual obligations towards you or provide you with the information you requested about our products and services.

#### **VIII. Does automated decision-making take place?**

We do not use any processing based on automated decision-making, including profiling within the meaning of Art. 22 GDPR.

#### **IX. Changes to this privacy notice**

We regularly update this privacy notice if circumstances arise that make this necessary.

**Last update: Tuesday, September 1, 2020**