

## Mandatory information in conformity with Art. 12 ff. GDPR

### Contact details of the controller

Name: Verheijden  
First name: Dirk

#### Contact details (business)

Enterprise: National Air Cargo Germany GmbH  
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### Contact details of the data protection officer

Name: Halbig  
First name: Marc

#### Contact details (business)

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### From what source do we obtain your personal data?

The collection of your data generally is carried out on your end. The processing of the personal data submitted by you is necessary to fulfil the contractual obligations arising from the contract concluded with us. Owing to your duties to cooperate, it is essential to provide the personal data requested by us, because we will not be able to fulfil our contractual obligations otherwise.

The provision of your personal data is necessary in the framework of pre-contractual measures (e.g. collection of master data entry in the interested party process, preparation of a quote). Should you not submit the requested data, no contract can be concluded.

In order to provide our services, it may be necessary to process personal data that we have obtained from other companies or other third parties, e.g. your business partners or similar, for the respective purpose in permissible ways.

Moreover, we may process personal data from sources accessible to the general public, e.g. websites, which we use legitimately and only for the respective contractual purpose.

### Purposes and legal bases of processing

The personal data submitted by you will be processed in conformity with the provisions of the European General Data Protection Regulation (GDPR) and the Federal Data Protection Act (Bundesdatenschutzgesetz – BDSG):

#### **On the basis of a consent (according to Art. 6 para. 1 lit. a GDPR)**

The purposes of processing personal data result from the granting of a consent. A consent granted may be revoked by you at any time with future effect. Consents granted before the

coming into effect of the GDPR (25 May 2018) may also be revoked. Any processing that has been carried out before the revocation remains unaffected by the revocation. Example: sending of a newsletter.

**For the fulfilment of contractual obligations (according to Art. 6 para. 1 lit. b GDPR)**

The purposes of data processing result, on the one hand, from the implementation of pre-contractual measures preceding a contractually regulated business relationship and, on the other hand from the fulfilment of obligations arising from the contract concluded with you.

**Due to legal requirements (according to Art. 6 para. 1 lit. c GDPR) or in the public interest (according to Art. 6 para. 1 lit. e GDPR)**

The purposes of data processing result from legal requirements or are in the public interest (e.g. compliance with storage obligations, proof of compliance with notification and information obligations).

**Within the framework of the balancing of interests (according to Art. 6 para. 1 lit. f GDPR)**

The purposes of the processing result from the protection of our legitimate interests. It may be necessary to process the data provided by you beyond the actual performance of the contract. Our legitimate interest may be used to justify the further processing of data provided by you, provided that your interests or fundamental rights and freedoms do not outweigh our legitimate interests. In particular, our justified interests may consist of: assertion of legal claims, defence against liability claims, prevention of criminal offences, marketing measures, prevention of fraud, misuse of IT systems, corporate agreements required for management and reporting, improving our services and others.

**Who obtains the personal data submitted by you?**

Those units within our enterprise receive access to the personal data submitted by you that require them for the fulfilment of contractual and legal obligations and that are authorised to process this data.

In fulfilment of the contract concluded with you, only those entities will receive the data you have submitted which require them for legal or contractual reasons, e.g. airlines, shipping companies, forwarding agents, customs service providers, warehouses.

Other recipients will only receive the data provided by you at your own request.

Within the scope of our services, we commission processors who contribute to the fulfilment of contractual obligations, e.g. computing centre service providers, IT partners, document shredding service providers etc. We contractually oblige these commissioned processors to observe confidentiality and to comply with the requirements of the GDPR and the Federal Data Protection Act.

**Will the data you submit be transmitted to third countries or international organisations?**

The data you provide will be transferred to a third country or an international organisation in order to carry out the orders agreed with you or the contracts concluded with you. Furthermore, data will also be exchanged with our parent company in the USA.

## Does automated decision-making, including profiling, take place?

No fully automated decision-making (including profiling) according to Art. 22 GDPR is used to process the data you provide.

## Duration of processing (deletion criteria)

The data provided by you will be processed for as long as it is necessary to fulfil the contractually agreed purpose; in principle as long as the contractual relationship with you exists. After termination of the contractual relationship, the data provided by you will be processed to comply with statutory retention obligations or on the basis of our legitimate interests. After the statutory retention periods have expired and/or our legitimate interests have ceased to exist, the data provided by you will be deleted.

Expected periods of the retention obligations applicable to us and our legitimate interests:

- Fulfilment of commercial, tax and professional retention periods, which range from two to ten years.
- Preservation of evidence under the statute of limitations. Pursuant to §§ 195 ff. of the German Civil Code (BGB), these periods of limitation may be up to 30 years. The regular period of limitation is three years.

## Information about your rights

- Right to **information** according to Art. 15 GDPR:  
Upon request, you have the right to receive information free of charge as to whether and what data about you is stored and for what purpose it is stored.
- Right to **correction** according to Art. 16 GDPR:  
You have the right to request the controller to correct your inaccurate personal data without delay and, taking into account the purposes of the processing, you have the right to request the completion of incomplete personal data, including by means of a supplementary declaration.
- Right to **cancellation ("right to be forgotten")** according to Art. 17 GDPR:  
You have the right to request the data controller to delete your data immediately and the data controller is obliged to delete personal data immediately if one of the following reasons applies:
  - a) Purposes for which the personal data was collected no longer apply.
  - b) You revoke your consent to the processing, and no other legal basis for the processing exists.
  - c) You object to the processing, and no other legal basis for the processing exists.
  - d) The personal data have been processed unlawfully.
  - e) The deletion of personal data is necessary to fulfil a legal obligation under Union law or the law of the Member States to which the controller is subject.
  - f) The personal data have been collected in relation to service offers of the information society as described in Article 8(1).
- Right to **restriction of processing** according to Art. 18 GDPR & § 35 Federal Data Protection Act:  
You have the right to request a limitation of the processing if one of the following conditions applies:
  - a) You doubt the accuracy of the personal data.

- b) The processing is unlawful, but you object to deletion.
  - c) Personal data is no longer required for the purposes of processing; however, you will need the data to assert, exercise or defend legal claims.
  - d) You have filed an objection to the processing pursuant to Art. 21 para. 1 GDPR. As long as it is not yet clear whether the controller's legitimate reasons outweigh your interests, the processing will be restricted.
- **Right to data transferability** in accordance with Art. 20 GDPR:  
You have the right to receive the data submitted by you in a structured, common and machine-readable format from the controller, and we may not prevent it from being forwarded to another controller.
  - **Right of objection** according to Art. 21 GDPR:  
In this regard, please contact the controller of the processing (see above).
  - **Right of appeal** to the supervisory authority pursuant to Art. 13 para. 2 lit. d, 77 GDPR in connection with § 19 Federal Data Protection Act:  
If you believe that the processing of your data is in breach of the GDPR, you have the right to lodge a complaint with the supervisory authority. In these matters, please contact the competent supervisory authority.
  - **Withdrawal of consent** pursuant to Art. 7 para. 3 GDPR:  
If the processing is based on your consent in accordance with Art. 6 para. 1 lit. a or Art. 9 para. 2 lit. a (processing of special categories of personal data), you are entitled to **withdraw** the purpose-bound **consent** at any time without affecting the lawfulness of the processing carried out on the basis of the consent until the time of revocation.