HEGENSCHEIDT
BRAND OF THE NSH GROUP

Information on data collection according to Article 13 of the GDPR for customers, suppliers and service providers

Dear Sir / Madam,

The following information is intended to give you details about the processing of your personal data and about your extended data protection rights according to Article 13 of the GDPR.

I. Controller

The controller responsible for the processing of personal data according to Article 4(7) of the GDPR and other data protection regulations is

HEGENSCHEID-MFD GmbH
Hegenscheidt Platz
41812 Erkelenz

Data Protection Officer:

Ms. Katy Seidel

Phone: ++49(0)371 – 802 250
E-Mail: Datenschutz@nshgroup.com

II. Purpose and legal basis of processing

The collection of data forms the basis for the processing, use and, where applicable, transfer of personal data for the following purposes:

- Initiating, performing and managing contractual relationships,
- Checks against export control and sanctions lists,
- Preparing quotations and processing orders,
- Purchase and supplier management,
- Customer service and communication,
- Invoicing and payment processing,
- Compliance with statutory retention and documentation obligations,

- Enforcing or defending legal claims,
- Safeguarding legitimate interests, in particular for IT security, fraud prevention and the improvement of internal business processes.

The legal basis is Article 6(1)(b) of the GDPR where processing is necessary for performing a contract or for implementing pre-contractual measures at your request, or Article 6(1)(c) of the GDPR where processing is necessary for compliance with a legal obligation.

III. Categories of personal data

Depending on the nature of the business relationship, we process, in particular:

- Master data (names, company name, address),
- Contact data (telephone, email),
- Contract data,
- Delivery and order data,
- Invoice and payment data.

IV. Recipients of personal data

Your data will only be processed to the extent necessary or where there is a legitimate interest in doing so. Recipients of personal data may include, without limitation:

- Internal specialist departments involved in carrying out the relevant business processes,
- Affiliated companies,
- Service providers,
- Software providers and cloud service providers,
- Government authorities and public bodies, where there are legal obligations,
- Tax advisers, auditors and solicitors.

All service providers engaged - to the extent they act in a data processing capacity - are contractually bound as processors according to Article 28 of the GDPR.

V. Transfers to third countries

We use the **Infor** ERP system to fulfil our contractual and legal obligations. Depending on the system architecture used, the ancillary services as well as the maintenance and support services, it cannot be ruled out that personal data may be transferred to recipients in countries

outside the European Union (EU) or the European Economic Area (EEA), or that data may be accessed from there. Moreover, we may use other applications and service providers, the use of which may also involve the transfer of personal data to third countries.

Where personal data is transferred to a third country, this is done exclusively according to Articles 44 et seq. of the GDPR. To this end,

- the EU Standard Contractual Clauses according to Article 46(2)(c) of the GDPR,
- the EU-US Data Privacy Framework
- as well as supplementary technical and organisational measures for the protection of personal data

have been agreed as appropriate safeguards.

VI. Storage duration

Personal data is deleted once the statutory and/or contractual retention periods have expired. In particular, statutory retention periods under the German Commercial Code (HGB) and the German Fiscal Code (AO) apply, which are generally six, eight or ten years respectively. Once these periods have expired, the data will be deleted, provided there are no further statutory or contractual grounds for retaining it.

VII. Obligation to provide data

The provision of your personal data is necessary for initiating and performing a contractual relationship. Without this data, it is generally not possible to conclude or perform a contract.

VIII. Rights of data subjects

According to Articles 12 et seq. of the GDPR, you have the following rights in respect of your personal data:

- Right to information (Article 15 of the GDPR),
- Right to rectification (Article 16 of the GDPR),
- Right to erasure (Article 17 of the GDPR),
- Right to restriction of processing (Article 18 of the GDPR),
- Right to data portability (Article 20 of the GDPR).

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Right to object to processing (Article 21 of the GDPR)

Where processing of your personal data is based on legitimate interests (Article 6(1)(f)), you may object to such processing at any time on grounds relating to your particular situation.

Where personal data is processed on the basis of your consent, you may withdraw your consent at any time with effect for the future. The lawfulness of the data processing carried out on the basis of your consent up to the time of withdrawal remains unaffected.

Moreover, you have the right to complain to a data protection supervisory authority about the processing of your personal data by us. The competent person is:

Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen

Frau Bettina Gayk
Postfach 20 04 44
40102 Düsseldorf

Issued: September 2026