

## **Public procedure register**

### **Public procedure register (§ 4g par. 2 German Federal Data Protection Act (BDSG))**

§4g of the German Federal Data Protection Act BDSG states that a company's administrator for data protection shall make the information referred to in Section 4e available in an appropriate form to any person on request.

#### **1. Responsible Company:**

GRÜNPERGA Papier GmbH

#### **2. Managing Director:**

Mr. Dipl.-Kfm. Stephan Schröter,  
Mr. Dipl.-Ing. Ulf Ender

#### **3. Head of Data Processing:**

Mr. Martin Rothe

#### **4. Address:**

Am Güterbahnhof 3, 09579 Grünhainichen / Germany

#### **5. Purposes of Collecting, Processing and Use of Data:**

The company's subject is the production of specialty papers for the packaging of foods as well as crepe papers for the production of coffee filters, for hygiene and technical applications.

Secondary subject is the fulfillment of business purposes, i.e. the distribution of products, customer accounts management and personnel management.

#### **6. Categories of Data Subjects and what Data we collect:**

Employees and applicants, customers and prospective customers, suppliers and corporation partners, if necessary for the purposes mentioned under no. 5. We collect the following types of data:

- Customers (address, contact information (phone, fax and email), date of birth, contract data, support information and customer development, statistics, accounting data)
- Suppliers (address, contact information (phone, fax and email), date of birth, contract data, support information, statistics, accounting data)
- Sales Agents (address, contract data, contact information, information)
- Prospective Customers (address, fields of interest, offers)
- Employees, applicants, trainees, interns, former employees and other dependants (primarily: applications, information about job history, information about education and qualification and perhaps previous convictions; contract data, core data, accounting data (address, scope of work, payment of salary, name and age of relatives if relevant for social contribution, wage tax data, bank account; contact information, rank, assessments, data for personnel management, timekeeping, login data, emergency contact information, medical data)
- Service Providers (address, contact information, accounting information, bank accounts, contract information)

#### **7. Recipients Of Data:**

Public bodies that receive data due to statutory requirements, e.g. social insurance institutions, fiscal authorities and departments that are involved in the performance of the respective business processes (HR management, bookkeeping, accounting, purchasing, marketing, sales) of GRÜNPERGA Papier GmbH for the purposes mentioned under no. 5.

Service providers resp. § 11 BDSG.

#### **8. Standard Data Retention Periods:**

German law requires that data must be retained for a certain period of time. Following expiry of that retention period, the data are deleted routinely if they are no longer needed for the performance of a contract ( e.g. insurance contracts, leases and employment contracts ). Any data that are not affected by that provision are deleted as soon as the purposes specified in no. 5 no longer apply.

### **9. Sharing with 3rd Countries**

Contract informations are shared with 3rd countries for the purposes mentioned under no. 5. A list including all countries can be demanded from the administrator of data protection.

#### **Administrator of Data Protection:**

Datenschutz Erzgebirge  
Schulstraße 9  
09481 Scheibenberg  
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