

**Information requirements - Invoices**

In the following, we provide information on the collection of personal data for the purposes of issuing invoices. Personal data are any data relating to you personally, e.g. name, address, e-mail addresses, telephone number.

**1. Contact details and our Data Protection Officer**

The controller as defined in Article 4 (7) of the GDPR is **Fujifilm Wako Chemicals Europe GmbH, Fuggerstr. 12, 41468 Neuss, Tel: 02131/311182, Fax: 02131/311182, E-mail: [info\\_wkeu@fujifilm.com](mailto:info_wkeu@fujifilm.com)**. The Data Protection Officer of **Fujifilm Wako Chemicals Europe GmbH** can be contacted at the above address, FAO Privacy Department, or at [compliance\\_wkeu@fujifilm.com](mailto:compliance_wkeu@fujifilm.com).

**2. Purposes of data processing and legal bases**

(1) We collect, store and, if necessary, transfer data, insofar as required in order to create a document in which a company informs its customers about the fee due on the basis of a contract. Data are thus collected, stored and transferred for the purpose of fulfilling the contract and on the basis of Article 6 (1) sentence 1 (b) of the GDPR. Failure to provide such data may result in us being unable to issue invoices for our services.

**We may transmit personal data to the court, customers, employees, auditors and the bank.**

Further processing only takes place if you have given your consent thereto or if it is permitted by law. For the purpose of processing your data, we may sometimes use external service providers based in the European Economic Area.

These service providers have been carefully selected by us, commissioned in writing and are bound by our instructions. They are subject to our regular inspections. The service providers will not transfer these data to third parties and will erase them after fulfillment of the contract and the expiry of the statutory storage periods, unless you have consented to further storage.

**In addition, we may provide our lawyer with information about outstanding claims. In accordance with legal requirements, this is done to the extent necessary to safeguard our legitimate interests and the legitimate interests of third parties, and providing that there is no reason to believe that you have overriding interests or fundamental rights and freedoms that require the protection of personal data. Data are thus collected, stored and transferred for business interests purposes on the basis of Article 6 (1) sentence 1 (f) of the GDPR.**

(2) We maintain current technical measures to ensure the protection of personal data. These are adapted in line with the current state of the art

### 3. Duration of data storage

Insofar as we do not process your contact data for business purposes, we store the data collected for the invoice until the expiry of a period of 10 years. On the basis of Article 6 (1) sentence 1 (c) of the GDPR, we retain the contractual information required under commercial and tax law for the duration of the statutory periods. During these periods, the data are only reprocessed in the event of a review by the Financial Administration. After expiry of this period, the data collected for the invoice will be erased or restricted if erasure is not possible.

### 4. Your data protection rights

At any time, you have the right to obtain information from us about your personal data which we store (Article 15 of the GDPR). This also applies to the recipients or categories of recipients to whom these data are transferred and the purpose of their storage. In addition, you have the right to request rectification (under the conditions set out in Article 16 of the GDPR) and/or erasure (under the conditions set out in Article 17 of the GDPR) and/or the restriction of processing (under the conditions set out in Article 18 of the GDPR). Furthermore, under the conditions set out in Article 20 of the GDPR, you can request data portability at any time, provided that the data are still stored by us.

In the event that personal data are processed for the purpose of performing a task carried out in the public interest (Article 6 (1) sentence 1 (e) of the GDPR) or pursuing legitimate interests (Article 6 (1) sentence 1 (f) of the GDPR), you may object to the processing of personal data concerning you at any time, with future effect. Should you object, we shall refrain from any further processing of your data for the aforementioned purposes, unless:

- there are compelling, legitimate grounds for processing which override your interests, rights and freedoms, or
- processing is necessary for the establishment, exercise or defence of legal claims.

Under the conditions set out in Article 21 (1) of the GDPR, the data subject may object to the processing of their personal data on grounds relating to their particular situation.

## 5. Contact

All information requests and enquiries, withdrawals of consent or objections to data processing should be directed to our Data Protection Officer, who can be contacted at

[compliance\\_wkeu@fujifilm.com](mailto:compliance_wkeu@fujifilm.com) (by e-mail) or at the address provided in Section 1 (by letter). For

more information, please refer to the full text of the GDPR, which is available on the Internet at

<https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1532348683434&uri=CELEX:02016R0679-20160504> and to our Privacy Policy, which is available on the Internet at <https://www.wako-chemicals.de/en/data-privacy>.

In addition, you can lodge a complaint regarding data protection issues with the competent supervisory authority.

North Rhine-Westphalia Commissioner for Data Protection and Freedom of Information

[Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen]

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