

This is a machine translation. It is for informational purposes only.

### **Personal data processed by Heddwen Newton**

Heddwen Newton processes your personal data because you use its services and/or provide them to us yourself. The following data can be processed by Heddwen Newton:

- First name and surname
- address details
- Telephone number
- email address

These data are necessary for these purposes:

- Sending quotations, invoices and processing your payment
- To call you or contact you by e-mail if necessary to provide services.
- To deliver services to you by mail.
- Heddwen Newton also processes personal data when required to do so by law, such as data required for its tax return.

Heddwen Newton also processes the personal data you provide for the execution of the contract: The texts for which you require a translation will be read by Heddwen Newton and used for the translation. These texts may contain personal data that is part of the text to be translated.

Heddwen Newton will not store your personal information for longer than is strictly necessary to achieve the purposes for which your information is stored.

### **retention period**

Each company must keep its records for at least 7 years, a period determined by the Tax and Customs Administration. Heddwen Newton will destroy your data after this period. E-mail messages are destroyed after 5 years.

### **Passing on personal data to third parties**

Heddwen Newton will only pass on your data to third parties if this is necessary for the fulfilment of the agreement with you or for the fulfilment of a legal obligation.

### **Displaying, changing, or deleting data**

You have the right to access, correct or delete your personal data. In addition, you have the right to revoke your consent to data processing or to object to the processing of your personal data by Heddwen Newton and you have the right to data transfer. This means that you may submit a request to us to send the personal information we hold about you in a computer file to you or another organization you designate. You may submit a request for access, rectification, deletion, transfer of your personal data or for revocation of your consent or objection to the processing of your personal

data to [privacy@heddwennewton.com](mailto:privacy@heddwennewton.com). ...and fix it. Heddwen Newton will answer your request as soon as possible, but within four weeks at the latest.

Heddwen Newton would also like to point out that you have the opportunity to file a complaint with the national supervisory authority, the Personal Data Authority. This can be done via the following website: <http://www.bfdi.bund.de/>

### **Security of personal data**

Heddwen Newton takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorised access, unwanted disclosure and unauthorised alteration. If you have the impression that your data is not secure or that there is evidence of misuse, please contact us at [privacy@heddwennewton.com](mailto:privacy@heddwennewton.com).

Your personal data will be treated confidentially and in accordance with the General Data Protection Ordinance (DS-GVO).

### **Name and address**

The person responsible within the meaning of the Basic Data Protection Regulation, other data protection laws applicable in the Member States of the European Union and other provisions of a data protection nature:

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32051 Herford  
Germany (German)  
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**Release January 2019**