

Information on the processing of your personal data by Asendia

1. Controller:

The Asendia Group is an international Group of companies within Europe, USA, Asia and Oceania.

To allow identification of your respective communication partner and the controller of your personal data including the corresponding contact details please refer to the list of the Asendia companies under:



List Data Contact
Subsidiaries.pdf

Asendia Management SAS is the managing company of the Asendia Group. Please find the contact details of Asendia Management SAS below:

ASENDIA MANAGEMENT SAS

9 Rue du Colonel Pierre Avia

75015 Paris

France

Tel: 0080088877700

E-Mail: info.com@asendia.com

Website: www.asendia.com

Data Protection Officer/Manager:

To identify the contact details of the data protection officer/manager of your entity, please see the following document:



List Data Contact
Subsidiaries.pdf

You can contact the Data Protection Manager of Asendia Management at the following E-mail: dataprotection@asendia.com

If you wish to exercise your data subject rights, please feel free to reach out to us under the above contact details.

Data transfer to a third country:

The Asendia Group operates on a global level.

Transfer of your personal data to a third country is therefore possible. In case of such transfer, we will use the Standard Contractual Clauses published by the European Commission to safeguard your interests if no adequacy decision should be in place and unless an exception pursuant to Art. 49 GDPR applies.

2. Specific data processing information**2.1. Communication partners and contacts:****Purposes of the processing activity:**

We process your personal data for the purpose of answering your questions, informing you about our services or otherwise communicating with you via the usual communication channels (e.g. e-mail, mail, telephone, fax).

Legal basis of the processing activity:

The processing is necessary for the fulfilment of a contract or a pre-contractual measure pursuant to Art. 6 (1) lit. b) GDPR or for fulfilment of our legitimate interest to conduct and promote our business activities (Art. 6 (1) lit. f GDPR).

Categories of recipients:

Internal recipients may be all employees entrusted with the process e.g. marketing, sales, operations, accounting, IT.

We use service providers (including processors) to fulfil our tasks, such as tax consultants, IT service providers and hosting providers, transportation and distribution partners and transmit data to authorities or courts within the scope of legal obligations.

We will also share your personal data to the extent necessary to achieve the above purposes with further companies of the Asendia Group.

Retention period of personal data:

Personal data is deleted as soon as its purpose no longer applies and there is no legal obligation to retain it. E-mails are generally classified as tax-relevant documents and stored in accordance with the legal requirements, which can be up to ten years after the end of the year of the respective transaction.

Obligation to provide the personal data:

You are not obliged to provide personal data.



2.2 Customers, prospects, service providers or (potential) suppliers:

Purposes of the processing activity:

We process your data, some of which may also be personal, for the initiation, implementation, and processing of contractual relationships, for the preparation of offers and invoicing, and for contacting and providing information as part of customer support.

Legal basis of the processing activity:

The processing is necessary for the performance of a contract or a pre-contractual measure pursuant to Art. 6 (1) lit. b GDPR or necessary for the fulfilment of our legitimate interest to conduct our core business activities pursuant to Art. 6 (1) lit. f GDPR.

Categories of recipients:

Internal recipients are consulting, contract management, accounting, controlling, back office. Furthermore, we use service providers (processors) to fulfil our tasks, such as IT service providers and hosting providers, transportation and distribution partners and transmit data to authorities or courts within the scope of legal obligations.

We will also share your personal data to the extent necessary to achieve the above purposes with further companies of the Asendia Group.

Retention period of personal data:

Personal data is deleted as soon as its purpose no longer applies and there is no legal obligation to retain it. E-mails are generally classified as tax-relevant documents and stored in accordance with the legal requirements, which can be up to ten years after the end of the year of the respective transaction.

Obligation to provide the personal data:

The provision of personal data about the data subject is sometimes required by law or contract or is necessary for the conclusion of a contract or for customer service and communication. The data subject is then obliged to provide the personal data.

Failure to provide this information would mean that no contractual relationship can be established, or communication is not possible.

2.3. Applicants:

Purposes of the processing activity:

Processing of applicant data for filling vacancies.

Legal basis of the processing activity:

The processing is necessary for the purposes of potential formation of an employment relationship (Art. 6 (1) lit. b) GDPR).

Categories of recipients:

HR-Department, Department in which the respective vacancy is to be filled, if necessary, Management Board and Asendia Management SAS.

Recipients may also be processors e.g. a potential provider of an IT tool for management of applications.

Storage period of personal data:

Erasure after 6 months (unless consent to longer retention has been granted).

Obligation to provide the personal data:

You are not obliged to provide your personal data by law or contract. However, if the data is not provided, the application process will not be possible. Formation of an employment agreement will therefore be impossible without provision of the personal data.

3. Your rights as a data subject:

Under the conditions specified in the respective provision, you as a data subject have the right to request access (Art. 15 GDPR), rectification (Art. 16 GDPR), erasure (Art. 17 GDPR), restriction of processing (Art. 18 GDPR) and the right to data portability (Art. 20 GDPR). You have a right to complain to the competent supervisory authority.

Right to object

You have the right to object to processing (Art. 21 GDPR) if such processing is based on Art. 6 (1) lit. f) or e) GDPR.

4. Automated decision making:

There is no automated decision making or profiling.

5. More information:

You can request further information on the processing of your personal data via our data protection contact details or the head office.