

Data protection

We take protection of personal data very seriously. For that reason, we provide information below on the data which we collect, and on its storage, use and processing.

The German Federal law on data protection (Bundesdatenschutzgesetz) prescribes that the person responsible for data protection is to make the following information available to all, in a suitable manner:

- 1. Name of the office storing data**
KOLBUS GmbH & Co. KG
- 2. Company management**
Kai Büntemeyer

Manager responsible for data protection
Claus Lemkemeier

Manager responsible for data processing
Heye Poppinga, Dieter Brodkorb
- 3. Address of the office responsible**
Osnabrücker Str. 77, D-32369 Rahden
- 4. Purpose of data collection, data processing or use of data**
The object of the company is the manufacture and sale of machines, particularly machines, facilities and other items for bookbinding and paper processing, predominantly for the printing industry and associated branches of activity, undertaking repairs to machines and machine parts, taking shareholdings in companies of a similar or related type, the acquisition of such companies and the establishment of branch subsidiaries.
The collection, processing and use of data takes place to maintain contractual relationships with clients, suppliers and other business partners, and to carry out administrative tasks and to calculate the remuneration due to the staff employed, mainly by using central databases and file systems accessed by the various application systems directly or via internal networks.
- 5. Description of the group of people affected and the data or data categories used with respect to that group**
Data from clients, suppliers and other business partners and from employees, to the extent that and insofar as this is necessary to satisfy the purposes set out under Point 4.
- 6. Recipients or categories of recipients to whom the data may be communicated**
Offices of the public authorities where there are compelling legal provisions (e.g. social insurance providers), external contractors (e.g. actuarial experts) to satisfy the purposes set out under Point 4.
- 7. Limitation periods for deletion of data**
The legislature has decreed a variety of obligations and periods relating to preservation of data. Upon expiry of these periods, the corresponding data is routinely deleted within a waiting period/period of processing of 2 years. Where data is not covered by legal regulations, the data is deleted within the aforementioned waiting period/period of processing if the purposes set out under Point 4 no longer apply. Personnel files for employees who have left and retain vested legal rights to future company pension payments are kept at least until the end of the payment of pension and thereafter are deleted within the aforementioned waiting period/period of processing.
- 8. Planned data transfer to third-party states**
Data transfer to third-party states is not planned.