

**General information:**

TOI TOI & DIXI Group GmbH takes the protection of your personal data very seriously. We treat your personal data confidentially and in accordance with the statutory data protection regulations and this privacy policy.

The following notes provide a simple overview of what happens to your personal data when you send this self-disclosure. Personal data is any data by which you can be personally identified.

**Responsible party:**

TOI TOI & DIXI Group GmbH  
Halskestraße 38  
D - 40880 Ratingen  
Telephone: +49 800 - 555 989 000  
E-mail: [Info@toitoidixi.com](mailto:Info@toitoidixi.com)

**Purpose and legal basis of data processing**

We process your data for the purpose of preparing and executing purchasing contracts with suppliers, service providers and partners as well as booking and paying related receivables.

The legal basis for the initiation and execution of our purchasing contracts is the Art. 6 para. 1 lit. b GDPR for the processing of orders. Your documents are required for order processing. By "documents" we mean data that are necessary for the establishment and implementation of a business relationship and the fulfillment of the associated contractual obligations or which we are legally obliged to collect. Failure to provide data on your part may result in delays and problems in the proper and timely provision of services.

**Data protection officer**

Fabian Roth (Senior Security Consultant at Concepture GmbH, Erlenstraße 13, D - 77815 Bühl/Baden, phone: +49(0)7223 -808 479 - 0, e-mail: [datenschutz.toitoidixi@concepture.de](mailto:datenschutz.toitoidixi@concepture.de)) has been appointed as data protection officer.

**What are your rights?**

We inform you that, pursuant to Art. 15 et seq. GDPR, under the conditions defined therein, you have the right to information about the personal data in question, as well as to correction or deletion or to restriction of processing, a right to object to processing, and the right to data portability. You also have the right to lodge a complaint with a data protection supervisory authority pursuant to Art. 77 of the GDPR if you believe that the processing of personal data concerning you violates this Regulation. If the processing is based on your consent (cf. Art. 6(1)(a), Art. 9(2)(a) GDPR), you also have the right to withdraw your consent at any time without affecting the lawfulness of the processing carried out based on the consent until the withdrawal.

**Who is the possible recipient of your data?**

If it is necessary for the fulfillment of the contract with you, the data will be provided to affiliated companies (subsidiaries of TOI TOI & DIXI Group GmbH) within the framework of order processing for the fulfillment of contractual obligations (Art. 6 para. 1 lit. b GDPR). In addition, the data is hosted in an external data center for the purpose of order processing in accordance with Art. 28 GDPR. Orders to be fulfilled in third countries are forwarded to cooperating companies in the respective countries on behalf of the customer.

We use the purchasing platform of Coupa Software Inc, 1855 S. Grant Street, San Mateo, CA 94402, US. The data transfer to the USA is based on the standard contractual clauses of the EU Commission. We will gladly provide a copy of these upon request. We have concluded an order processing contract with the provider of Microsoft Teams.

**How long will the data be retained?**

Your data will be retained to fulfill its purpose and in accordance with legal obligations to document orders or annual financial statements. They will be deleted when the obligation to retain them no longer applies and the contractual relationship is terminated.