

Information on Collection of Personal Data when Awarding a Consulting Mandate

As a consulting firm, we are contracted by companies to provide qualified consulting services. Not only because of the statutory obligation to do so, but also because of our membership in the Federal Association of German Corporate Advisors (Bundesverband Deutscher Unternehmensberater - BDU) we take data protection very seriously. In the course of our consulting service we collect personal data such as first name, last name, e-mail address, office address, telephone number (landline and/or mobile phone) as well as information which is necessary for the execution of the mandate (including correspondence and invoicing) from employees who place the order and employees who are involved in the project.

Pursuant to Art. 6 para. 1 sentence 1 lit. b GDPR, this data processing is necessary for the purposes mentioned for the appropriate processing of the mandate and for the mutual fulfilment of obligations arising from the consultancy contract.

The customer master data is stored for 10 years, other personal data relevant to tax and commercial law for six to a maximum of 10 years - depending on constellation and type of document. The data will then be deleted unless you have consented to further storage in accordance with Art. 6 para. 1 sentence 1 lit. a GDPR.

As far as this is necessary according to Art. 6 para. 1 sentence 1 lit. b GDPR for the performance of the consulting service, personal data will be disclosed to third parties. There will be no transmission outside the European Union.

You may at any time request us to rectify, erase, restrict the processing or object to the processing of your personal data (however, the processing of the data up to this point remains legal). Likewise, there is the right to provide information about the data stored about your person as well as the right of data transportability.

You have a right of appeal to the responsible data protection authority:

Der Hessische Datenschutzbeauftragte
Postfach 3163
65021 Wiesbaden
Poststelle@datenschutz.hessen.de
Telefon: +49 611 1408 - 0
Telefax: +49 611 1408 - 611

Frankfurt, 25 May 2018

A handwritten signature in blue ink that reads 'Erik Düwel'.

Erik Düwel
Managing Director