

Privacy Policy for Business Relations

With the following information we, i.e. the Leibniz Institute of Virology, would like to inform you about how we process your personal data in the context of an existing or upcoming business relationship. We would also like to inform you about your rights according to the European General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG).

Responsible and contact

The organization responsible for the data processing covered by this information is:

Leibniz Institute of Virology
- Foundation under German civil law -
Martinistrasse 52, 20251 Hamburg, Germany
Email: liv(at)leibniz-liv.de

If you have any questions or suggestions about this information or would like to contact us in order to assert your rights, you are welcome to contact us. You also have the option of contacting our data protection officer. You can reach our data protection officer using the following contact information

Arne Düsedau
c/o
Leibniz Institute of Virology
Martinistrasse 52, 20251 Hamburg, Germany
Email: datenschutzbeauftragter(at)leibniz-liv.de

Object of the data processing

The following references refer to the processing of personal data. Personal data is any information that relates to an identifiable living human. Such a connection can be established by, for example, specifying a name or an email address. The name of a business or information that relates solely to a business is not personal data.

Origin of the processed personal data

We process personal data that we have received from you as part of a business relationship. In addition, we have processed personally identifiable information that we have legitimately gained from accessible sources (e.g. Internet presence, trade and association register, press, advertising) and are permitted to process.

Categories of personal data

We process the following categories of personal information about you: Personal details (name, address and other contact details), order data if applicable (e.g. delivery order), payment data, data from the fulfillment of our contractual obligations, documentation data (data from consultation and service calls), as well as comparable data.

Purposes and legal bases of data processing

Regular processing of your personal data is regularly necessary for the establishment or conducting of a business relationship between our institute and you/your company or the company at which you are employed. For example, if we order goods from you, we process data such as your name, contact details or order and payment data for the purposes of contract execution. When you contact us or we contact you to initiate business, we process your personal information for the purpose of initiating a contract. For example, we process your personal data in order to provide you with quotations or make an appointment with you. The legal basis for the relevant data processing is Art. 6 (1) (b) GDPR.

In addition, we process personal data in accordance with Art. 6 (1) (c) GDPR to the extent that this is necessary for the fulfillment of legal obligations to which we are subject. The purposes of processing include, for example, commercial



and tax-related retention requirements pursuant to Section 257 of the German Commercial Code (HGB) and Section 147 of the German Tax Code (AO).

Duration of storage

If necessary, we process and store personal information for the duration of the regular business relationship. The necessary personal data for warranty and guarantee claims is stored for the duration of the existence of those claims.

In addition, we store personal data to the extent we are legally obliged to do so. Corresponding proof and retention obligations arise from the Commercial Code and the Tax Code. The deadlines for storage and/or documentation specified therein are six years in accordance with commercial law requirements pursuant to Section 257 HGB and up to ten years on the basis of tax provisions pursuant to Section 147 AO.

Recipients of the data

Within the Institute of Virology, access to your data is given to the entities who need it to fulfill their contractual and legal obligations. The data may also be transmitted to the following recipients as required by law: Accountants, auditors, authorities, ministries, courts.

Voluntary consent or obligation to provide the data

To conclude a contract, you must provide the named data to the Leibniz Institute of Virology. Without this data, we will generally have to refuse to conclude the contract or will be unable to complete an existing contract and must terminate it if necessary.

Your rights

As the data subject, you have the right to information in accordance with Article 15 GDPR and Paragraph 34 BDSG, the right to rectification in accordance with Article 16 GDPR, the right to cancellation in accordance with Article 17 GDPR and Paragraph 35 BDSG, the right of restriction in accordance with Article 18 of the GDPR and the right to data portability in accordance with Article 20 GDPR.

In accordance with Art. 21 GDPR, you have the right to **object** processing operations that are based on the legal basis of Art. 6 (1) (e) or (f) GDPR.

If you believe that the processing of your personal data is in violation of the provisions of the GDPR, you have the right to complain to a supervisory authority in accordance with Art. 77 GDPR.

As of: May 2022

Rechtlich verbindlich ist die deutsche Originalfassung. The German version is legally binding.