
SoundPLAN GmbH

Data protection declaration for Customers and
Interested Parties

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1. Basics

This data protection declaration is intended to provide information on the type, scope and purpose of the collection and use of personal data by SoundPLAN GmbH in the context of applications and personnel administration.

SoundPLAN GmbH takes the protection of personal data very seriously and treats it confidentially and in accordance with statutory provisions. Since new technologies and the constant development of data processing procedures and methods may result in changes to this data protection policy, we recommend that you read the policy again at regular intervals.

Definitions of the terms used (e.g. "personal data" or "processing") can be found in Art. 4 GDPR.

2. How to contact us

SoundPLAN GmbH is responsible for the collection and processing of your personal data and thus also for compliance with data protection regulations. Our contact details are as follows:

Responsible according to GDPR

Dipl.-Math (FH) Michael Gillé (Managing Director)

Dipl.-Ing. (FH) Jochen Schaal (Managing Director)

SoundPLAN GmbH

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Data Protection Officer of SoundPLAN GmbH (external)

Mustafa Vural

Hopp + Flaig PartG mbB

Beratende Ingenieure

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70180 Stuttgart

Phone: +49 711 3206570

E-mail: vural[at]hopp-flaig.de

3. Purpose of data collection

We need your personal data for the following reasons:

- Processing of inquiries
- Preparation of individual offers following a request for work or services from us
- Creation of a service or work contract
- Providing the contractually agreed service
- Invoicing of the contractually agreed service

4. Legal basis

We process your personal data on the following legal basis for all topics relating to the preparation of offers, the conclusion and processing of service or work contracts, the provision of contractually agreed services and the billing of contractually agreed services:

Article 6 of the GDPR paragraph 1 lit. b

"... the processing is necessary for the performance of a contract to which the data subject is a party or for the implementation of pre-contractual measures which are taken at the request of the data subject".

If you leave us your contact data in order to be informed about products, services or news (without concrete interest in an offer or service/performance/purchase contract) the processing takes place on the basis of the following legal basis:

Article 6 of the GDPR paragraph 1 lit. a

"... the data subject has given his/her consent to the processing of his/her personal data for one or more specific purposes.".

5. Internal and external forwarding of your personal data

An internal transfer of your personal data takes place exclusively within the framework of the purposes defined under point 3 of this data protection declaration in accordance with the principle of data economy and further principles of data protection.

An external transfer of your personal data may take place under the following circumstances.

- Assignment of a subcontractor to fulfil the contractual obligations which we have agreed with you within the framework of the cooperation.
- Commissioning of support services where access to your personal data is necessary or at least cannot be completely excluded. This includes, for example, IT support services, services within the scope of invoicing or the use of tax consulting services.
- Disclosure of your personal data due to legal obligations

6. Transfer of your data to a third country (outside the European Union) or an international organisation

We do not transfer your personal data to an EU third country or an internationally active organisation. Should this be necessary, we would inform you in advance and ensure all necessary measures to maintain an appropriate level of data protection.

7. Storage period and deletion of your personal data

The legislator has enacted a large number of retention periods, which we observe with the greatest care and seek advice on in order to comply with these obligations. In this context, we only store your personal data for as long as is permitted by the defined purpose, or as required by law for reasons of proof. Should we wish to store your data for a longer period as described above, we would have you confirm this by means of a voluntary declaration of consent.

8. Retention of e-mails

Because SoundPLAN's projects and its relationships with customers can run to several decades and because we have legal requirements like §257 HGB to retain certain information, it is not feasible for SoundPLAN or its individual employees to reliably determine in advance when information becomes obsolete. E-mails will therefore be deleted at our discretion within a period of 20 years unless we receive a written request. Upon receipt of such request, e-mails originating from the requesting party will be securely deleted within 10 working days according to the stipulations of the GDPR.

According to the provisions of the GDPR, a request may also be made for personal data within e-mails, including those not originating from the requesting party, to be deleted. We will comply with such a request within 10 working days in accordance with the GDPR.

E-mails will be stored and archived securely according to the technical requirements of the GDPR.

9. Your rights

You have the following rights with regard to your personal data:

Right to information (Art. 15 GDPR)

You have the right to request confirmation from us whether personal data concerning you will be processed. If this is the case, you have the right to information about this personal data and the following information:

- the processing purposes
- the categories of personal data to be processed

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- the recipients or categories of recipients to whom your personal data have been or are still being disclosed, in particular recipients in EU third countries or international organisations
 - if possible, the planned duration for which your personal data will be stored or, if this is not possible, the criteria for determining this duration
 - the existence of the right to request from us the correction or deletion of personal data or restriction of the processing of such data or to object to such processing
 - the existence of a right of appeal to a supervisory authority
 - if the personal data are not collected from the data subject, all available information on the origin of the data
 - if we have automated decision-making including profiling, meaningful information about the logic involved as well as the scope and intended effects of such processing for yourself.

If your personal data is transferred to a third country or an international organisation, you have the right to be informed of the appropriate "guarantees" with regard to ensuring an adequate level of data protection in connection with the transfer.

We provide you with a free copy of the personal data that is the subject of the processing. We may charge an appropriate fee based on administrative costs for any additional copies you request. If you submit the application electronically, you will receive the information in a common electronic format, unless you specify otherwise.

Right to correction (Article 16 GDPR)

In case of incorrect personal data you have the right to immediate correction. Taking into account the purposes of the processing, you have the right to request the completion of incomplete personal data - also by means of a supplementary declaration.

Right to deletion (Art. 17 GDPR)

You have the right to have your personal data stored by us deleted if certain criteria are met. These are for example:

- The personal data is no longer required to fulfil the agreed purpose
- You withdraw a given voluntary declaration of consent
- Your personal data has so far been processed unlawfully
- There is a legal obligation to delete

Details on criteria and restrictions can be found in GDPR Art. 17.

Right to limitation of processing (Art. 18 GDPR)

You have the right to restrict the processing of your personal data stored by us if certain criteria are met. These are for example:

- The accuracy of your personal data is disputed for a period of time that enables us to verify the accuracy of the personal data.

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- the processing is unlawful and you refuse to delete your personal data and instead request that the use of your personal data be restricted
 - If we no longer need your personal data for the purposes of processing, but you do need it to assert, exercise or defend legal claims
 - If you have filed an objection against the processing, as long as it is not yet clear whether our justified reasons outweigh yours

Details and further regulations can be found in GDPR Art. 18.

Right to data transferability (Art. 20 GDPR)

You have the right to receive your personal data stored by us in a structured, common and machine-readable format, insofar as they are processed in an automated process.

You also have the right to transfer this data to another person in charge without being hindered by us to whom the personal data was provided.

When exercising your right to data transferability, you have the right to have your personal data transferred directly by us to another person responsible, insofar as this is technically feasible.

The right to data transferability may be restricted in so far as the rights or freedoms of other persons are affected by the exercise of this right.

Right of withdrawal and objection with regard to processing

Insofar as we process your personal data on the basis of a declaration of consent, you have the right to revoke the consent given. The legality of the processing carried out on the basis of the consent until revocation remains unaffected by this, however. With regard to compliance with storage periods, point 8 of this data protection declaration must also be observed in this respect.

Right of appeal to the supervisory authorities

If you believe that the processing of your data violates data protection law or your data protection claims have otherwise been violated in any way, you are free to complain to the supervisory authority.

The supervisory authority responsible for us:

State Commissioner for Data Protection and Freedom of Information Baden-Württemberg

<https://www.baden-wuerttemberg.datenschutz.de/>

10. Obligatory surrender of your personal data and possible consequences of refusal of surrender

In order to fulfil our contractual obligations or to prepare an individual offer, we require the personal data collected from you. Without this personal data, the preparation of offers or the provision of the desired services and work is not possible.

We can only inform interested parties about our products, services and innovations by using their personal data.

11. Automatic decision making and profiling

There is no automated decision making regarding your person. No "profiling" is carried out with the help of the personal data collected from you.

12. Change of purpose

If we intend to change the purpose for which your personal data was originally collected, we will provide you with detailed and transparent information in advance. In this case, we will of course provide you with all information required by law. If the change of purpose is a processing of personal data which is based on the legal basis of a voluntary declaration of consent, we will inform you accordingly and ask you for your formal consent.

13. Open questions, complaints or suggestions

You are welcome to contact us with any questions, complaints or suggestions regarding data protection. If required, you are welcome to contact our data protection officer (see item no. 2 of this data protection declaration).