



PRIVACY POLICY IN RELATION TO CUSTOMERS AND BUSINESS PARTNERS

– Information pursuant to Art. 13 of the Data Protection Regulation (DSGVO) –

Dear customer, dear business partner,

The protection of your personal data is very important to us. This privacy policy informs you about the processing of personal data in the context of a business relationship with CLD, Business Coaching & Training and your rights in connection with this data processing. Please also make these privacy notices available to your employees.

1 Responsible party

Responsible body for the processing of your personal data is:

CLD, Business Coaching & Training

Dr Carina-Lisa Langer-Donohoe

Bahrenfelder Kirchenweg 13

22763 Hamburg

Telephone: +49 (0) 40 947 694 91

Email: info@cldbusiness.com

2 What data is processed?

CLD, Business Coaching & Training processes personal information that you voluntarily provide to us as part of our business relationship. The data provided, amongst other things, relates to the following categories:

- Contact data (e.g. title, name, email address, telephone or fax number, address)
- Bank data (e.g. IBAN, BIC)
- Tax number
- Business transaction data

We do not process personal data that we receive from third parties.

3 For what purpose is your data processed and on what legal basis?

Your data will be used for the initiation, conclusion and execution of the contract, as well as for the invoicing and administration of payments made or received. In addition, your data will be used for accounting processes. The contact data provided by you are used for contract-related communication.

Your personal data will be used in accordance with the relevant regulations on data protection, in particular the DSGVO and the Federal Data Protection Act (BDSG). The legal basis for the processing is the following: For the fulfilment of contractual obligations (Article 6 (1) (b) GDPR), for the protection of legitimate interests (Article 6 (1) (f) GDPR), based on your consent (Art Para. 1 lit. a) GDPR) and / or due to legal requirements (Art. 6 (1) c DSGVO).

4 Who receives the data?

Disclosure to third parties outside of our company will only take place if this is necessary for the execution of the contract or accounting processes, if you have given your consent or if there is a legal basis or obligation.



Insofar as CLD, Business Coaching & Training uses the services of third parties (so-called processors) for the execution and completion of processing tasks, the provisions of the GDPR (DSGVO) are complied with. Service providers who support CLD, Business Coaching & Training in providing our services to you are:

- Cloud hosting providers
- Email providers
- Website hosting providers

We provide personal data to the following parties who process personal data within their own realm of responsibility (so-called responsible persons, see Art. 4 No. 7 GDPR/DSGVO), within the scope of legal admissibility and necessity:

- state authorities
- tax consultant

5 Data storage

CLD, Business Coaching & Training processes your personal data only for as long as it is necessary to fulfil the respective processing requirements. In addition, we are subject to various obligations in terms of storage and documentation arising from the German Commercial Code (HGB) or the Tax Code (AO). These can be for up to 10 full years.

Finally, the storage period is also subject to statutory limitation periods, which may amount to up to 30 years, for example, according to §§ 195 ff. of the German Civil Code (Bürgerliches Gesetzbuch, BGB), whereby the regular period of limitation is three years.

6 Your rights

Each data owner has the right to information under Art. 15 GDPR (DSGVO), the right of correction under Art. 16 GDPR (DSGVO), the right to cancellation under Art. 17 GDPR (DSGVO), the right to restriction of processing under Art. 18 GDPR (DSGVO) and the right to data transferability based on Art. 20 DSGVO. To exercise the aforementioned rights, please contact the party mentioned under point 1.

If you have given formal consent to data processing, you can revoke it informally at any time. Please contact the party mentioned under point 1 for this purpose.

If we process your data in order to safeguard legitimate interests, you can object to this processing at any time for reasons that arise from your particular situation. Please contact the party mentioned under point 1 for this purpose.

Furthermore, you have the right to appeal to a data protection supervisory authority (Art. 77 DSGVO).