

To the Business Partners of  
Braunschweig Civil Engineering Materials Testing  
Institute

**13606/2018**

Our Ref.: ZD06  
Customer ID:  
Engineer/Official in charge: Thomas Rusack  
Department:  
Contact:

Your ref.:  
Your letter of:

Date: 25/09/2018

### Information on the processing of personal data at the Braunschweig Civil Engineering Materials Testing Institute / MPA BS

Dear Sir / Madam,

MPA BS is responsibly taking care of your personal data to protect them. We process your personal data exclusively in compliance with the legal requirements resulting from the EU General Data Protection Regulation (EU GDPR) and the Lower Saxony Data Privacy Act (NDSG). For MPA BS as state institute and competing company under public law, the regulations of the Federal Data Protection Act (BDSG) are applied for business transactions with partners like you.

We gather, store and process your data exclusively for the purpose of fulfilling the service agreements (Article 6, Section 1 b, EU GDPR) concluded with you. Without your explicit consent, the data will not be used for other purposes, nor will your data be passed on to third parties unless this is required for business requirements. An exception to this is the conveyance due to court decisions under the duty of disclosure.

The following data of our business partners are retained and processed:

- Company name including trade name
- First name and last name including degree – in case of sole traders as well as personal contacts and other contacts in companies
- Company address data
- Contact data, like email address, phone number, fax number, Internet address, or similar of the company and of the contacts needed for implementation of the contract
- Banking and account data
- Commercial Register Number, VAT ID number

We make use of the stored data for the following processing steps:

- Preparation of quotations, order confirmations, delivery notes and invoices
- Performance of the contractually agreed service
- Preparation of internal evaluations

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In addition, we process your data for the purposes of legitimate interests in accordance with Article 6 Section 1 f EU GDPR to safeguard justified interests, e.g. for the following purposes:

- Ensuring the security of persons, building and facilities, e.g. by access controls or documentation of safety instructions
- Measures to protect and enforce the householder's rights
- Safeguarding IT security
- Video monitoring of running tests
- Assertion of legal claims in case of legal disputes

By taking the appropriate technical and organisational measures, we protect your data against unauthorised access. Our modern, state-of-the-art data processing systems help us ensure your data's security and integrity. Our staff is regularly trained on data protection and IT security.

Basically, you have the right of access / information about the personal data retained (Article 15 EU GDPR), the right to rectification / update (Article 16 EU GDPR) and the right to erasure of your data (Article 17 EU GDPR). The latter may be exercised, if and when the personal data are no longer needed in relation to the purposes for which they were collected and if there is no other legal ground for processing.

You are furthermore entitled to withdraw your consent, partially or wholly, to the processing (Articles 18 and 21 EU GDPR). The corresponding claims are to be addressed in writing together with a proof of identity to the Braunschweig Civil Engineering Materials Testing Institute / MPA BS.

Moreover, we make you aware of your right to lodge a complaint with the supervisory authority responsible for data protection (Article 77, EU GDPR).

Should you have any question for MPA BS concerning data protection, please do not hesitate to contact our data privacy officer, Mr Jan Dethlefsen ([datenschutz@mpa.tu-bs.de](mailto:datenschutz@mpa.tu-bs.de)).

Kind regards,



Thomas Rusack  
Commercial/Technical Head