

## **General Data Protection Regulation GDPR**

Declaration on data storage and data security at company Wolfgang Bühn, acting as MEVAS.

### **Who is responsible for data storage? Is there a privacy officer?**

Due to the size of our company we are not obliged to have a special data protection officer. This function is performed by the company owner (see imprint)

### **How long do we save data from you?**

We store your contact data as long as we need to stay in touch with you to answer your request, to process your order. When you have placed an order with us, we regard you as the customer of our company. In this case, we store your contact information in our internal databases as long as you remain a customer of our company and you do not ask us to delete the data. In addition, we store your data in accordance with the legal requirements of the retention period for the inspection by the tax authorities

If no customer-supplier relationship with us is established after contacting us, we will delete your contact information from our systems after a reasonable period of time or promptly do so after your request.

### **What data do we store from you?**

We save the request (email) you sent to us with your contact details. So you decide when entering the data, which information you submit to us. We do not collect any personal information from you which is not necessary for processing orders or responding to your request to us.

When placing an order with us, we store the necessary information such as Company name, contacts and communication channels to the customer. These data are stored and stored by us in accordance with the legal provisions valid in Germany and required by the tax authorities.

### **Where do we store data from you?**

The information you provide us with is safe with us. We store your data locally and do not transmit it to third parties. Cookies are used on our website and evaluated with Google Analytics. This data is anonymous and there is no merger of the anonymous data from cookies with the data you submit from forms or e-mails. An assignment of the visitor data obtained through cookies on our web pages with your contact data is not possible and not intended. We make sure that no contact data and telephone numbers of customers or visitors to our website are stored on third-party servers.

### **Data deletion, revocation of your consent, transmission of the stored data**

Upon your request, we will delete all contact information stored on our website, except in the case of data that we have to provide to the tax authorities to prove the correct fiscal management. On request, we will gladly send you the data stored about you.

### **Deleting of data request**

Please send a request to delete your stored data to us by fax 035206 39148 or by e-mail to mevas (at) mevas.net. Your data will then be deleted on our data stores within three working days.

### **Data security**

Our data processing systems are secured by firewalls and a daily updated professional virus scanner.

List of processing activities

On request, we will provide the competent authorities with a list of processing activities.

### **Cookie use**

When entering the website you confirmed already acceptance of using cookies.