

**General information for data subjects when collecting personal data as a communications partner and contact persons. (Article 13 GDPR)****Data controller:**

Wolfes & von Etdorf  
Assecuranzbureau GmbH  
Phone: +49 (0)40 339713-0  
Email: [info@wve-hh.de](mailto:info@wve-hh.de)  
Website: [www.wve-hh.de](http://www.wve-hh.de)

Data controller's representative: Oliver Bernd (GF) Niels Christian Otte (GF)

**Data protection officer:**

Matthias Schütz  
audatis Consulting GmbH  
Phone: +49 (0)5221 87292-10  
Email: [datenschutz@wve-hh.de](mailto:datenschutz@wve-hh.de)

**Information on processing:****Purpose of processing:**

We process your personal data to respond to your queries and provide you with information about our services or to otherwise communicate with you via typical means of communication (e.g. email, post, telephone, fax).

**Legal basis for processing:**

Processing is necessary to execute a pre-contractual measure pursuant to Article 6 Paragraph 1(b) GDPR or to protect our legitimate interests pursuant to Article 6 Paragraph 1(f) GDPR and the interests or fundamental rights and freedoms of the data subject are not overridden.

**Categories of recipients:**

Internal recipients may include any and all employees tasked with the process. In addition, we employ service providers (data processors) to carry out our duties, such as IT service providers and hosting providers, and we send data to authorities or courts as part of our legal obligations.

New clients are subject to checks against sanction screening lists.

**Contractor (data processor):**

AEB Sanktions/Compliance Screening, Stuttgart

**Data transfer to third countries:**

There are no plans to transfer data to third countries.

**Additional duties to inform:****Duration of storage of personal data:**

Personal data is erased once its purpose no longer applies and there is no retention obligation in place. Emails are generally classified as tax-related documents and are stored pursuant to the legal requirements, in particular Section 147 of the German Tax Code (10 years) and Section 257 of the German Commercial Code (6 years).

**Rights of data subjects:**

As a natural person, you have the right to information (pursuant to Article 15 GDPR) from the data controller about your personal data as well as the right to rectification (Article 16 GDPR), erasure (Article 17 GDPR) and restriction of processing (Article 18 Paragraph 1 GDPR). You also have the right to object to processing (Article 21 GDPR) as well as the right to data portability (Article 20 GDPR).

If you would like to exercise your rights, please contact the data protection officer listed above or our head office.

**Right to lodge a complaint:**

You have a right to lodge a complaint with the competent supervisory authority.

**Obligation to provide personal data:**

You are not required to provide personal data.

**Automated decision-making:**

We do not engage in automated decision-making or profiling.

**More information:**

You can request more information about the processing of your personal data from our data protection officer or our office. Alternatively, you can view this information at our premises.