

## Information on Data Privacy Protection according to Art. 13 and 14 GDPR for contractual partners

To Whom It May Concern,

According to Art. 13 and 14 of the European General Data Protection Regulation (GDPR) in the current version we inform you in the following about the processing of your personal data. In order to ensure that you are fully informed about the processing of your personal data, please take note of the information below.

### **1. Responsibility for the data processing**

CCDRD AG

Lindenallee 70

15366 Hoppegarten

Phone.: 03342-2379-0

Email: [contact@ccdrdag.com](mailto:contact@ccdrdag.com)

Website: <https://www.ccdrdag.com>

### **2. Contact data of the data protection officer**

Phone.: 03342-2379-0

Email: [dpo@ccdrdag.com](mailto:dpo@ccdrdag.com)

### **3. Purpose & legal basis for the data processing**

We are processing your personal data in accordance with the GDPR and the Federal Data Protection Law (*Bundesdatenschutzgesetz (BDSG)*) in the current version, as far as this is required for establishing, performance, as fulfilment of a contract, as well as for implementation of pre-contractual measures. As far as there are personal data necessary for the establishment or the performance of a contract or in regards to the implementation of pre-contractual measures, a processing is lawful according to Art. 6 Par. 1b GDPR.

If you give an explicit consent for the processing of personal data for specific purposes, the legal basis of this processing is given based on your consent according to Art. 6 Par. 1a GDPR. The given consent can be withdrawn at any time with immediate effect for the future.

As far as necessary and permitted by law, we process your personal data beyond the actual contractual purposes for compliance with legal obligations according to Art. 6 Par. 1c GDPR. Beyond that a processing possibly takes place for the purposes of legitimate interests according to Art. 6 Par. 1f GDPR. If applicable and lawfully required, we will inform you separately about the legitimate interest.

#### **4. Categories of the personal data**

We process only such personal data that are related to the establishment of a contract or respective pre-contractual measures. This can be general data about you and/or persons of your company (name, address, contact data etc.) as well as, if applicable, further data that you provide to us in regards to the establishment of a contract.

#### **6. Recipients of the data**

Your personal data are handed over within our company only to divisions and persons, that require these data for the compliance with contractual and statutory obligations as well as for the implementation of our legitimate interest.

We can transfer your personal data to companies connected to us as far as this is permitted by the purposes and legal bases listed in chapter 3 of this information sheet.

A transfer of your data to recipients outside of our company only takes place, as far as legal regulations permit or demand this transfer, the transfer is required for the execution and therefore for the performance of a contract, in case we have your consent or we are authorized for a transfer. Recipients of your personal data than thus be:

- Public authorities and institutions in the event of a legal or official obligation, according to which we are obliged to provide information, report or transfer data, or the transfer of data is of public interest
- Further recipients for whom you gave us a consent:
  - Authorities and ethics committees in the course of a clinical trial
  - Sponsor companies of clinical trials or their representatives

#### **7. Third Countries**

A transfer to a country outside the European Economic Area (EEA) only takes place, if this is required for the execution and therefore the performance of a contract, on request, for the implementation of pre-contractual measures, the transfer is lawfully required or you gave a consent. The recipients in those cases can be local subcontractors, sponsor companies and their respective representatives as well as local authorities and ethics committees during the course of the clinical trial.

#### **8. Storage Period**

We process and store your personal data for the duration of your business relationship or the implementation of pre-contractual measures, respectively. This includes among other things the initiation and the execution of a contract.

Moreover, we are subjected to several storage- and documentation requirements. In the case of clinical trials, we have to store CVs and qualification certificates for at least 25 years.

#### **9. Your rights**

Every data subject has the right of access according to Art. 15 GDPR, the right to rectification according to Art. 16 GDPR, the right to erasure according to Art. 17 GDPR, the right to restriction of processing according to Art. 18 GDPR, the right to notification according to Art. 19 GDPR as well as to data portability according to Art. 20 GDPR.

Furthermore, there is a right to lodge a complaint with a supervisory authority according to Art. 77 GDPR, if you think that the processing of your personal data does not happen rightfully.

The address of the supervisory that is responsible for us is:

Die Landesbeauftragte für den Datenschutz und für das Recht auf Akteneinsicht  
Brandenburg  
Stahnsdorfer Damm 77  
14532 Kleinmachnow  
Telephone: +49 (0)33203/356-0  
E-Mail: [Poststelle@LDA.Brandenburg.de](mailto:Poststelle@LDA.Brandenburg.de)

If the processing of your personal data takes place on the basis of your consent, you have the right to withdraw the respective consent to the usage of your personal data at any time according to Art. 7 GDPR. Please note, that the withdrawal of the consent is only effective for the future. Processing that took place prior to the withdrawal of the consent is not affected. Please note also, that in order to fulfil legal requirements some personal data may be needed to be stored for a longer period of time.

If the processing of your personal data takes place for protection of legitimate interests according to Art. 6 Par. 1f GDPR, you have the right to object to processing of your data on grounds relating to your particular situation according to Art. 21 GDPR at any time. Then we will not process this personal data anymore, unless we can demonstrate compelling legitimate grounds for the processing. These must override your interests, rights and freedoms or must serve for the establishment, exercise or defense of legal claims.

For further information regarding the protection of your rights, you can contact the data protection officer.

#### **10. Provision of the personal data**

The provision of your personal data for the decision about the conclusion of a contract, the execution of a contract or for the implementation of pre-contractual measures takes place freely. However, we can only make a decision in regards to contractual measures, if you provide such personal data, that are required for the establishment of a contract, the execution of a contract as well as for pre-contractual measures.

#### **11. Automated Individual Decision-Making**

The decision about your application is not based solely on automated processing. Therefore, there is no automated individual decision-making according to Art. 22 GDPR.