

## **Privacy Notice**

This privacy notice applies to the following online platform: <https://trader.autodoc.pro/>

In this notice, we inform you about the processing of personal data when using PRO Trader.

### **1. Controller and Data Protection Officer**

#### **1.1 Name and contact details of the controller**

The controller within the context of the GDPR is:

AUTODOC SE (hereinafter referred to as "AUTODOC")

Josef-Orlopp-Str. 55

10365 Berlin, Germany

tel.: +33 (0) 1 87 21 02 10

e-mail: [privacy-policy@autodoc.de](mailto:privacy-policy@autodoc.de)

#### **1.2 Contact details of the Data Protection Officer**

AUTODOC SE

FAO The Data Protection Officer

Josef-Orlopp-Strasse 55

10365 Berlin

Germany

e-mail: [dpo@autodoc.eu](mailto:dpo@autodoc.eu)

### **2. Provision of the online platform**

#### **2.1 Description and scope of data processing**

**2.1.1** Each time our online platform is visited, our system automatically records data and information from the computer system of the device making the request (the client).

The following data is collected here:

- Information about the browser type and the version used
- The user's operating system
- The user's Internet service provider
- The user's IP address
- Date and time of access
- Websites from which the user's system accesses our online platform (referrer URL)
- Websites that are visited by the user's system from our online platform

**2.1.2** This data is also stored in the log files of our system.

**2.1.3** This data is not stored together with other personal data concerning the site visitor.

## **2.2 Legal basis for data processing**

The legal basis for the temporary storage of the data and log files is provided in Art. 6 (1) (f) GDPR.

## **2.3 Purpose of data processing**

**2.3.1** The system must temporarily store the IP address in order to enable the delivery of the retrieved data to the online platform visitor's electronic device. This requires the IP address to remain stored for the duration of the session.

**2.3.2** The other data is stored in log files to ensure the functionality of the online platform. In addition, the data is used to optimise the content of our online platform, help us prevent malfunctions and misuse of our systems, ensure the permanent functionality and security of our online platform and our information technology systems, and provide law enforcement authorities with the information necessary for prosecution in the event of a cyber attack.

**2.3.3** These purposes also constitute our legitimate interest in data processing pursuant to Art. 6 (1) (f) GDPR

## **2.4 Duration of storage**

**2.4.1** The data will be erased as soon as it is no longer necessary to achieve the purpose for which it was collected. If the data is collected in order to provide the online platform, the data is erased when the current session is ended.

**2.4.2** Where the data is stored in log files, it will be erased after seven days at the latest, unless a longer storage period is necessary to comply with legal or contractual obligations. Data that has to be retained for a longer period for evidentiary purposes will be exempt from deletion until the incident has been definitively clarified.

**2.4.3** We may also store data for statistical purposes or to optimise our online platform and the content offered. In this case, the users' IP addresses are erased or modified so that they can no longer be assigned to the calling client.

## **2.5 Right to object**

The collection of data for the provision of the online platform and the storage of data in log files is absolutely necessary for the operation of the online platform. Consequently, the user has no right to object.

## **3. Web analytics and use of cookies**

### **3.1 Cookies**

We use cookies to tailor our service to your requirements and to collect statistical data on the use of our online platform. Cookies are small text files that the online platform can store locally in the memory of your Internet browser on the device you are using. In particular, cookies enable the Internet browser to be recognised. You can erase any stored cookies yourself at any time by selecting the relevant menu item in your Internet browser or erasing the cookies on your hard drive. For details, refer to the Help menu of your Internet browser. Session cookies are erased once you have left the online platform and are used only in order to assist users in navigating the online platform and accessing content, as well as to capture statistics.

Our online platform uses different types of cookies and similar technologies, each of which has its own specific function. While we use and manage some cookies directly, other cookies

are used and managed by third parties in accordance with their own privacy notices. Please find an overview below:

TYPE OF COOKIE	FUNCTION
Navigation cookies	From the first visit, these cookies enable the online platform to function smoothly and display content on your computer or smartphone; cookies recognise the language and country from which you accessed the online platform. If you are a registered visitor, cookies enable you to be recognised and to access services in the relevant sections. Navigation cookies are technical cookies and are essential in order for the online platform to function.
Functional cookies	At your explicit request, these cookies enable you to be identified on subsequent visits. The cookie recognises you based on a user ID and you do not have to re-enter your data on each visit. Functional cookies are not essential for the online platform to function, but improve the quality and your experience when surfing the Internet. Moreover, they do not collect or use any sensitive information.
Analytical cookies	These cookies are used to collect data anonymously. They are used for statistical purposes and for analysing user behaviour on the online platform. No sensitive information is collected in this process.
Marketing cookies and profiling cookies of direct and third-party providers	These cookies are used to create profiles of the user in order to show the user targeted advertisements according to their preferences, e.g. for a specific model, on advertising platforms that we use for advertisements. They also improve navigation: when you visit our online platform, we show you products of interest to you or products similar to those already viewed. These cookies make it possible to use our commercial offering on other affiliated websites (retargeting). With third-party cookies, we have no control over the information provided by the cookie or access to the data. The third-party providers we use to place and analyse clicks on advertisements also guarantee, in accordance with their data protection regulations, that they will not merge the user profile from the data of users of our online platform with other user profiles obtained on third-party sites.

On our online platform we use cookies that allow us to analyse the surfing behaviour of the users. The following data may be transmitted in this manner:

- Search terms entered

- Frequency of page views
- Use of online platform functions

The data collected in this way are pseudonymised by technical measures. The data are not stored together with the other personal data of the users.

Some cookies are persistently stored on your computer to enable us to recognise your computer on your next visit (persistent cookies). Our partners are not permitted to collect, process or use personal data by means of cookies through our online platform. Most browsers accept cookies by default. You can allow or reject temporary and persistent cookies separately in the security settings. If you disable cookies, certain functions on our online platform may not be available to you and some web pages may not be displayed correctly. We will not link the data stored in our cookies with your personal data (name, address, etc.).

### **3.2 Legal basis for data processing**

Your consent pursuant to Art. 6(1)(a) GDPR serves as a legal basis for processing personal data involving the use of cookies.

The use of cookies that are technically necessary for the operation of the online platform is based on Art. 6(1)(f) GDPR. This purpose constitutes our legitimate interest in the processing of personal data in accordance with Art. 6(1)(f) GDPR with regard to necessary cookies.

### **3.3 Purpose of data processing**

Cookies are used for the operation of the online platform and the purpose of improving the quality of our online platform and its content. Through the use of the analysis cookies, we learn about how the online platform is used, so that we can constantly optimise our products and services.

### **3.4 Option to withdraw your consent**

You can manage your cookie preferences and withdraw your consent at any time [here](#)

## **4. Getting in contact via e-mail**

### **4.1 Description and scope of data processing**

**4.1.1** When we are contacted by e-mail in relation to PRO Trader, we will process the sender's message and the personal data they provide for the purpose of answering/processing their enquiry and any follow-up questions.

**4.1.2** The data will not be shared with third parties in this context. The data is used exclusively for processing the conversation.

**4.1.3** Please note that unencrypted e-mails sent over the Internet are not sufficiently protected against unauthorised third-party access.

### **4.2 Legal basis for data processing**

The legal basis is provided by Art. 6(1) sentence 1 (b) GDPR if the communication takes place in the course of initiating or executing a contract and otherwise by Art. 6(1) sentence 1 (f) GDPR based on our legitimate interest in communicating with visitors.

### **4.3 Purpose of data processing**

**4.3.1** The sole purpose of processing the personal data is so that we can answer/process the user's enquiry and any follow-up questions.

**4.3.2** If we are contacted via e-mail, this also constitutes the necessary legitimate interest in processing the data.

#### **4.4 Duration of storage**

**4.4.1** The data will be erased as soon as it is no longer necessary to achieve the purpose for which it was collected.

**4.4.2** For personal data sent to us via e-mail, this is the case when the conversation with the user has ended.

**4.4.3** Legal retention obligations apply.

#### **4.5 Right to object**

**4.5.1** If the visitor contacts us via e-mail, they can object to the processing of their personal data at any time. The conversation cannot be continued in this case.

**4.5.2** The user can object to the processing of personal data via e-mail to: [privacy-policy@autodoc.de](mailto:privacy-policy@autodoc.de)

### **5. Live-Chat**

#### **5.1 Description and scope of data processing**

Our website uses a live chat program to improve communication with visitors. When the chat program is used, the IP address of the device and the address of the sub-page from which you call up the chat program are recorded. Chats are recorded and stored. Legal retention obligations apply.

#### **5.2 Legal basis for data processing**

The legal basis is provided by Art. 6(1) sentence 1 (b) GDPR if the chat takes place in the course of initiating or executing a contract and otherwise by Art. 6(1) sentence 1 (f) GDPR based on our legitimate interest in communicating efficiently with visitors.

#### **5.3 Purpose of data processing**

If you have general or specific questions or problems relating to our products, the website or our company, you can send us a message via the chat program. You will see whether someone is online to answer you directly. If this is not the case, we will answer your query immediately during our business hours. In this connection, we process data exclusively for the purpose of communicating with you.

#### **5.4 Right to object**

**5.4.1** If the visitor contacts us via chat, they can object to the processing of their personal data at any time. The chat conversation cannot be continued in this case.

**5.4.2** The user can object to the processing of personal data via email to: [privacy-policy@autodoc.de](mailto:privacy-policy@autodoc.de)

### **6. Functionalities of PRO Trader**

#### **6.1 Description and scope of data processing**

After successful registration on PRO Trader, B2B customers of PRO Trader have the opportunity to search for products, place orders and use various other professional functionalities on the PRO Trader online platform. When completing the registration process as a new PRO Trader customer, the data from the input masks will be transmitted to us.

## **6.2 Legal basis for data processing**

The legal basis for processing is your request to take steps prior to entering into a business contract with us and the fulfilment of the contract within the context of Art. 6 (1) (b) GDPR.

## **6.3 Purpose of data processing**

The purpose of processing the data is the fulfilment of a contract with you or to take steps towards contract fulfilment.

## **6.4 Duration of storage**

**6.4.1** The data will be erased as soon as it is no longer necessary to achieve the purpose for which it was collected.

**6.4.2** Legal retention obligations apply.

## **7. Sharing of data**

### **7.1 Description and scope of data processing/purpose**

We only share your personal data with third parties, including IT service providers or entities of the AUTODOC group, if:

- you have given your explicit consent for us to do so;
- this is necessary to carry out a contractual relationship with you;
- there is a legal obligation to share the data (e.g. with tax authorities); or
- disclosure is necessary on the basis of our legitimate interests, especially for the establishment, exercise or defence of legal claims, and there is no reason to assume that you have an overriding legitimate interest in not having your data disclosed.

### **7.2 Legal basis for data processing**

**7.2.1** Where the online platform visitor has given his or her consent, the legal basis for the processing of data is provided in Art. 6 (1) (a) GDPR. This can be withdrawn at any time with effect for the future.

**7.2.2** Where the purpose of sharing the data is to perform the contract, the legal basis for the processing of the data is provided in Art. 6 (1) (b) GDPR (performance of a contract).

**7.2.3** Where the purpose of sharing the data is to fulfil a legal obligation, the legal basis for the processing of the data is provided in Art. 6 (1) (c) GDPR.

**7.2.4** The legal basis for sharing data on the basis of our legitimate interests and for the establishment, exercise or defence of legal claims is provided in Art. 6 (1) (f) GDPR.

## **8. Credit check**

### **8.1 Description and scope of the data processing**

In the context of our business relationships, we process certain company data to conduct credit checks.

## **8.2 Legal basis for data processing**

This processing is based on our legitimate interest pursuant to Art. 6(1)(f) GDPR to ensure the financial reliability of our business partners.

## **8.3 Purpose of data processing**

The data is only shared with an external service provider for the purpose of the credit check.

## **8.4 Duration of storage**

The data is promptly deleted after the check is completed. No data is stored beyond the period required for the credit check.

## **9. Rights of the data subject**

In accordance with Art. 15 GDPR, you have the right to obtain information about the data stored about you, including any recipients and the planned storage period. If incorrect personal data is processed, you have the right to rectification in accordance with Art. 16 GDPR. If the legal requirements are met, you may request deletion pursuant to Art. 17 GDPR or restriction of processing pursuant to Art. 18 GDPR. If the legal requirements are met, you have a right to data portability according to Art. 20 GDPR and to object according to Art. 21 GDPR. If you believe that the processing of your personal data violates data protection law, you have the right to complain to a data protection supervisory authority of your choice pursuant to Art. 77 (1) GDPR.

## **10. Validity and modification of this privacy notice**

The version of our privacy notice available at the time of the online platform visit always applies. We reserve the right to update this privacy notice at any time with future effect.

**Updated: November 2024**