

### 1. controller

The data is processed by Flöther & Wissing Insolvency Administration, Franzosenweg 20, 06112 Halle, and the employees of the insolvency administration on behalf of the responsible insolvency administrator, (provisional) insolvency administrator, (provisional) administrator or trustee.

### 2. data protection officer

The data protection officer is available at the following e-mail address: [datenschutz@floether-wissing.de](mailto:datenschutz@floether-wissing.de).

### 3. purpose of processing

The data is processed for the purpose of carrying out the insolvency (commencement) proceedings. Please refer to the attached order of the insolvency court.

### 4. type of data or data categories

The following data and data categories are processed and stored:

- Name, address and contact data,
- Financial and tax data,
- information on financial circumstances and/or assets,
- Data from public authorities (e.g. social authorities, social insurance providers, motor vehicle authorities, land registry),
- Insurance data,
- information about ongoing legal disputes,
- personal data, insofar as this is necessary for the proceedings (e.g. dates of birth, gender, marital status, etc.),
- special categories, if applicable, insofar as these are necessary for processing of the procedure (health data, religious affiliation, etc.),
- other data relevant to the procedure that appear necessary in the specific individual case in order to be able to process the order properly.

### 5. source of the personal data

We process information and data that is made available from publicly accessible sources, e.g.:

- Land registry,
- commercial and association registers or residents' registration, registration office,
- Federal Motor Transport Authority,
- media, press, internet.

Information is also obtained from other authorities or bodies under public law (e.g. tax office, employment agency, social security institutions, etc.) or other bodies that have dealings with assets (e.g. insurance companies, financial institutions, landlords, employers).

### 6. Legal basis

Processing is carried out on the basis of legal requirements (Art. 6 para. 1c GDPR) or in the public interest (Art. 6 para. 1e GDPR). The legal basis for the processing of your data arises from Art. 6 (1e) GDPR in conjunction with the Insolvency Code and other laws governing the orderly conduct of insolvency proceedings/insolvency plan proceedings/proceedings under self-administration.

The processing is based on the legitimate interest of the controller (Art. 6 para. 1f GDPR). We process your data in a permissible manner to protect our legitimate interests. The provision of the personal data to be collected here is necessary for the implementation of the above-mentioned purposes and is largely prescribed by the applicable laws. Without the provision of this data, the purposes described above cannot be fulfilled.

### 7. Storage and deletion

The data will be processed and stored for the duration of the applicable statutory retention obligations for the above-mentioned purposes, for the first time from the time of collection,

insofar as you or a third party provide us with this information. We delete your personal data when the purpose has been achieved, i.e. the insolvency proceedings have ended, all mutual claims have been satisfied and there are no other statutory retention obligations or statutory justifications for the storage. These include retention obligations under the German Commercial Code (HGB) and the German Fiscal Code (AO). This means that we delete your personal data at the latest after expiry of the statutory retention obligations, usually ten years after the end of the contract.

### 8. disclosure to third parties

Within our law firm, access to your data is granted to those who need it to fulfill the above-mentioned purposes. This also applies to service providers and vicarious agents employed by us who are obliged to maintain confidentiality.

The data will only be passed on to third parties if this is necessary for the fulfillment of the purpose, e.g. to

- Courts, in particular the insolvency court,
- parties to the proceedings, insofar as covered by the purpose,
- Offices and authorities to the extent necessary for processing/handling processing,
- the State Office for Statistics in accordance with the Insolvency statistics act,
- Social insurance institutions,
- Public prosecutor's office, if applicable,
- service providers as processors (e.g. storage and disposal of files).

As a rule, there is no transfer to a third country.

### 9. Rights of data subjects

You have the right to

- information about your personal data collected and processed (Art. 15 GDPR),
- to rectification if the data has not been stored correctly or stored incorrectly or inaccurately (Art. 16 GDPR),
- the erasure of your data ("right to be forgotten", Art. 17 GDPR) or
- restriction of processing if you dispute the accuracy of the data.(Art. 18 GDPR) or
- to object to the processing (Art. 21 GDPR), unless otherwise required by law (e.g. retention obligations)
- in accordance with Art. 77 GDPR in conjunction with § 19 BDSG to lodge a complaint with a supervisory authority if you believe that your personal data is being processed unlawfully. As a rule, you can contact the supervisory authority at your usual place of residence or workplace or at the registered office of our law firm.

Please note the restrictions in accordance with §§ 34, 35 BDSG with regard to rights of access and erasure.

The provision of the personal data to be collected is necessary for the implementation of the insolvency proceedings and is largely prescribed by the Insolvency Code. Without the provision of this data, it may not be possible to carry out the insolvency proceedings, or only to a limited extent.