

## **Data protection information for Microsoft Forms of Freudenberg SE**

We would like to inform you below about the processing of personal data in connection with the use of "**Microsoft Forms**". Freudenberg SE is responsible for the collection of data within surveys via Microsoft Forms. Global provision of the form is carried out by Microsoft Corporation.

We use information collected by Microsoft Forms for product improvement, customer surveys and increasing your customer satisfaction. It is also used for employee satisfaction surveys within Freudenberg and its associated companies. We strive to make our surveys anonymous and data protection friendly.

### **1. Purpose of the data processing**

We use Microsoft Forms for product improvement and increasing your customer and employee satisfaction. (hereinafter: "customer and employee surveys"). "Microsoft Forms" is a service of Microsoft Corporation.

Controller acc. Art. 4 para. 7 EU-General Data Protection Regulation (GDPR) is

Freudenberg SE  
Hoehnerweg 2-4  
69469 Weinheim  
E-Mail: info[at]freudenberg.com

You can contact our data protection officer under:

legitimis GmbH  
Ball 1  
51429 Bergisch Gladbach, Germany  
Tel.: +49 (0) 2202 28 941-0  
E-Mail: Dataprotection-support[at]freudenberg.com

Note: If you access Forms from "Microsoft", Microsoft is responsible for data processing. Information on the use of Microsoft Forms can be found at:

<https://www.microsoft.com/de-de/servicesagreement/default.aspx>

<https://support.microsoft.com/de-de/office/sicherheit-und-datenschutz-in-microsoft-forms-7e57f9ba-4aeb-4b1b-9e21-b75318532cd9>

### **2. processing of personal data:**

When using "Microsoft Forms", various types of data are processed. The scope of the data depends, among other things, on what data you enter. It is not possible to provide an

exhaustive list of all data, as it is always possible to send personal data when using open questions.

The following personal data are subject to processing:

**User details:** e.g. profile information (in case of internal use at Freudenberg)

**Usage metadata:** e.g. date, time of day

**Text based data in answer fields:** You decide here which personal data you transmit to us.

### **Scope of processing**

We use "Microsoft Forms" to collect feedback from our customers and employees. This can be information about the performance of our products and services.

Automated decision-making within the meaning of Art. 22 GDPR is not used.

### **Legal basis**

Insofar as personal data of employees of Freudenberg or its associated companies is processed, Section 26 of the German Federal Data Protection Act (BDSG) is the legal basis for data processing. If, in connection with the use of "Microsoft Forms", personal data is not required for the establishment, implementation or termination of the employment relationship, but is nevertheless an elementary component of the use of "Microsoft Forms", Art. 6 (1) f)

GDPR is the legal basis for data processing. In these cases, our interest lies in effectively ensuring customer and employee satisfaction and product improvement.

### **Recipients / transfer of data**

Personal data that is processed in connection with the operation of "Microsoft Forms" is generally not passed on to third parties unless it is intended to be passed on.

Other recipients: The provider of "Microsoft Forms" necessarily receives knowledge of the above-mentioned data insofar as this is provided for in the context of our order processing agreement with Microsoft.

### **Data processing outside the European Union**

Data processing outside the European Union (EU) is generally not carried out, as we have limited our data storage location to data centers in the European Union. However, we cannot exclude the possibility that data is routed via Internet servers located outside the EU. This may be the case if users are in a third country.

The data is, however, encrypted during transport over the Internet and thus protected against unauthorized access by third parties.

### **3. Your rights as data subject**

You have the right to be informed about the personal data regarding you. You can contact us for information at any time.

In the case of a request for information that is not made in writing, we ask for your understanding that we may require you to provide evidence that proves that you are the person you claim to be.

Furthermore, you have the right to correction or deletion or to restriction of processing, as far as you are legally entitled to do so.

Finally, you have the right to object to the processing within the scope of the statutory provisions.

You also have a right to data transferability within the framework of the data protection regulations.

### **4. Deletion of data**

As a matter of principle, we delete personal data when there is no need for further storage. A requirement can exist in particular if the data is still needed to fulfil contractual services, to check and grant or ward off warranty and guarantee claims. In the case of legal storage obligations, deletion only comes into consideration after expiry of the respective storage obligation.

### **5. Right of complaint to a supervisory authority**

You have the right to complain about the processing of personal data by us to a data protection supervisory authority. A overview of the relevant data protection authorities can be found here:

<https://www.bfdi.bund.de/DE/Service/Anschriften/Laender/Laender-node.html>

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