

## Data privacy policy

Our company takes the protection of our customers' data very seriously. Protection of privacy in the storage and processing of personal data is of the greatest concern to us, and we pay great attention to it in our business processes.

### 1. Data collection and data usage for contract execution

We process and use the personal data provided by you for the proper execution of the underlying contractual relationship and, as far as this is legally required, in order to, for example, observe deadlines for tax offices.

#### The following data will be collected:

Surname

Forename

Street

House number

Postal/Zip code

Town or City

Telephone number

Fax number (optional)

Mobile number (optional)

Email address

De-Mail address

Date of birth

Identity number (Post-Ident system)

The main purpose of the collection, processing or use of personal data is for the establishment of trustworthy and legally binding electronic communications (a solution for digitally signing contracts on completion, and for document exchange). The secondary purpose for the collection, processing or use of personal data is for sales and marketing, the administration and support of prospective and actual customers' orders and for human resources and supplier and customer management.

A mobile number is needed for the mobile TAN system (i.e. user identification via a two-factor authentication). If you do not provide a mobile phone number, this procedure will not be usable.

**2. Access to, correction, deletion or suspension of your personal data / Withdrawal of consent**

You can obtain information about the personal data we have stored about you and request its correction, deletion or suspension at any time. No charge will be made for this other than postage or other transmission costs according to standard tariffs.

Please send any questions to us using one of the methods below:

By post to **Mentana-Claimsoft GmbH, Trebuser Str. 47 Haus 1, 15517 Fürstenwalde, Germany**

By Email to [Datenschutz@fp-sign.com](mailto:Datenschutz@fp-sign.com)

By telephone on **+49 - 1806/signatur (74462887)**

You can revoke your consent at any time effective for the future without needing to give any reason. To do this, please contact us using the communication channels listed above.