

# **Data protection declaration**

## **1. name and address of the person responsible**

Trade fair agency Jan Billion  
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## **2. general information on data processing**

We process your personal data in accordance with the provisions of the European Data Protection Ordinance (DS-GVO) and the Federal Data Protection Act (BDSG). We only use the data we need to fulfil a delivery order/exhibition stand. This applies to orders via this homepage as well as to written orders.

Your personal data is processed and administered on a password-protected computer to which only authorized persons have access.

Your personal data will be passed on to Messe Essen so that the plans and lists of exhibitors can be drawn up there. Furthermore, we pass this data on to third parties in order to have the trade fair catalogue and similar products produced or to support them.

We process and store your personal data for the duration of the business relationship. After the end of the business relationship we are obliged by law to keep the data for up to ten years. At the end of the relevant periods, the documents are destroyed in a company specialising in this field.

## **3. contact form and e-mail contact**

You will also find a contact form on our website. This can be used for electronic contact. The data entered therein will be processed by us. The following data will be processed when you contact us: First name and surname, address, telephone number and e-mail address.

For the processing of the data within the scope of the sending process your I have obtained your consent and referred to this data protection declaration.

You can also use our e-mail address to contact us. Your e-mail will be processed by us. Your data will not be passed on to third parties. The data is used exclusively for processing the conversation. The legal basis for data processing is consent. Should you seek contact with us to conclude a contract, the legal basis is the performance of the contract or a pre-contractual measure. The purpose of data entry in the contact form is to contact us. The data will be deleted when the purpose of data processing has been achieved.

## **4. rights of the data subject**

You can revoke your consent to us at any time.

You have the right to information according to Art. 15 DS-GMO, the right to correction according to Art. 16 DS-GMO, the right to cancellation according to Art. 17 DS-GMO, the right to restriction of processing according to Art. 18 DS-GMO and the right to data transferability according to Art. 20 DS-GMO.

To exercise your rights, you can contact us informally by e-mail or by other written means.