



Micro Trace Minerals Laboratory

40+ years of clinical & environmental
laboratory diagnostics

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HOW WE PROCESS YOUR PERSONAL DATA AND YOUR RIGHTS ACCORDING TO THE PRIVACY POLICY (DS-GMO)

Dear Customer,

with these instructions we inform you how we process your personal data and what rights you are entitled to under the Privacy Policy. Which data is processed in detail and how it is used depends largely on the services requested and agreed on. Further information is available on our website at <https://microtraceminerals.com/en/contact/data-protection>.

Note about the Responsible party

Responsible party regarding Article 4 (7) of the EU General Data Protection Regulation (DS-GVO) is:

Micro Trace Minerals GmbH
Yvette Busch
Roehrenstr. 20
91217 Hersbruck
Germany
Phone: +49 9151 4332
Email: service@microtraceminerals.com

Which data we process and how we collect them

We process personal data that we receive from you as part of our business relationship. In addition, we process personally identifiable information which we may legitimately receive from our partners (for example, doctors, non-medical practitioners, etc.) as well as from other third parties.

If you instruct us to conduct one of our tests, we may need the following personal information:

Name, contact details (address, telephone number, telefax number, e-mail address), gender, date of birth, bank and payment details (account number and bank details, credit card information); health data (the sample material you provide, such as blood, urine, stool, hair, fingernail or saliva samples, cheek swabs, and the results obtained from each test).

If you, the sender, submit your contact sheet, the above-mentioned data will be collected by us. The above-mentioned data may also be collected by third parties (for example, doctors, naturopaths, who will take the sample material) and sent to us.

When you visit our website, we process further personal data. Information on this can be found on our website at <https://microtraceminerals.com/en/contact/data-protection>.

What we process your data for

The processing of your personal data takes place in accordance with the DS-GVO and the Federal Data Protection Act (BDSG) as well as all other relevant laws:

1. For the fulfillment of contractual obligations (Article 6 (1) (b) DS-GVO)

We process your personal data for the provision of services (such as testing services) for which you engage us. We process your data only insofar as they are necessary for the establishment, content, fulfillment or modification of the legal relationship entered into for the provision of the services (e.g. the contract for the test).

2. In the context of the balance of interests (Article 6 (1) (f) of the GDPR)

If necessary, we also process your personal data in order to safeguard the legitimate interests of us or third parties. This can e.g. be the case for the processing of data for statistical purposes, for security purposes or for asserting legal claims.

3. Your consent (Article 6 (1) (a)); Art. 9 para. 2 lit. a) DS-GMO)

Insofar as you have given us your consent for the processing of personal data for specific purposes, we may lawfully process these data based on your consent. You may revoke your consent at any time with future effect. An informal message to us by e-mail or post is sufficient. Our contact details can be found above under the information about the responsible party. Please note that if your consent is revoked, the processing of your personal data will be legal until then.

4. Processing on the basis of legal requirements (Article 6 (1) (c) DS-BER)

In addition, we may process your personal data for the fulfillment of legal obligations, as far as we are subject to them. This may include the provision of information to authorities, under whose supervision we stand.

Right to Oppose

You may oppose our processing of your personal data. (Article 6 (1) (f) of the GDPR). This is the case, in particular, if the processing is not required to fulfill a contract with you. In the event of such a disagreement, we ask you to explain the reasons why we should not process your personal data. In the case of your justified objection, we will examine the situation and will either discontinue or adapt the data processing or point out to you our compelling legitimate reasons on which we continue the processing.

To whom does the data transfer?

Data processing internally

First, we process your data internally, for example, telephone inquiries about laboratory findings or invoicing. At the same time, only such agencies gain access to your data, which need to fulfill our contractual or legal obligations.

Laboratories

As part of our assignment, we pass on laboratory services ordered by you to specialized laboratories. These laboratories are subject to legal requirements for secrecy and data protection.

External contractors and service providers (processors)

To fulfill our tasks of the contract, we sometimes use other external contractors and service providers. These include e.g. the logistics service providers (sample transport) or IT services.

Other recipients

In addition, data may go to recipients to whom we are required to disclose for lawful purposes (such as law enforcement agencies or courts) or to whom we may transmit the data for our legitimate interest (for example, collection agencies or law firms for debt collection).

Duration of data storage

The data collected from you will be deleted after the conclusion of the order or after termination of the business relationship. Legal retention periods remain unaffected.

What rights do you have regarding your data?

You have the right at any time to ask us information about the origin, recipient and purpose of your stored personal data. You also have the right to request the correction, restriction of processing or deletion of such data. You can always contact us for further information on privacy issues. Our contact details can be found above under the information about the responsible office.

Right of appeal to the competent supervisory authority

You have the option to file a complaint with a data protection supervisory authority.

We are subject to the supervision of the Bavarian State Office for Data Protection Supervision, Promenade 27 (Schloss); 91522 Ansbach, Germany.