

## **Privacy Statement**

At Konica Minolta Business Solutions Europe GmbH and its subsidiaries, sister companies, and parent companies listed in Attachment 1 (“Konica Minolta”), we take privacy seriously. This Privacy Policy outlines how we collect, use, disclose, and manage personal data in compliance with the General Data Protection Regulation (GDPR).

### **Who is the Data Controller?**

Konica Minolta will use your personal data as outlined below.

### **What information do we collect about you?**

Konica Minolta collects the following information about you:

Your name, email address, employee number, IP address, company, and job title.

### **How will your information be used?**

- a) Konica Minolta will use your information for the following purposes only:
- b) Identification;
- c) Issuing an ID number for accessing KIKU and related IT systems which are connected to KIKU including BSLJ-Web, SMART and Remedy OnDemand;
- d) Responding to inquiries;
- e) Providing following information;
  - i) technical problems on multifunctional peripheral and printing products in field (MIF);
  - ii) inquiry and request which are given by other employees of Konica Minolta group;
  - iii) necessary information for installation and maintenance of MIF;
  - iv) information related to order of spare parts for MIF;
- f) Providing necessary information to use support systems of sharing necessary information to maintain MIF, i.e. KIKU and related IT systems; and
- g) Administration of your account on KIKU and other IT systems

### **What is our legal basis for processing your personal data?**

Legitimate interest is legal basis for processing.

Legitimate Interests are a) identification, b) issuing ID number to access KIKU and other IT systems, c) answer to inquiry, d) providing following information, e) providing necessary information to use KIKU and related IT systems, and f) administration of your account on KIKU and related IT systems;

- i) technical problems on MIF;

- ii) inquiry and request which are given by other employees of Konica Minolta group;
- iii) necessary information for installation and maintenance of MIF; and
- iv) information related to order spare parts for MIF

### **Who receives your information?**

Your personal data is treated as strictly confidential and will not be shared with third parties without your prior consent.

### **Storage period**

Konica Minolta will process personal data during the duration when you need to use KIKU and related systems for your assignment and will continue to store only the personal data needed for three months after your assignment is changed or you leave the company ("Change"). During deletion period from the Change to three months from the Change, any personal data not needed will be deleted because Konica Minolta deletes personal data which are not needed per quarter. Provided however that, Konica Minolta will continue to store IP address for five years from obtaining it. IP address not needed will be deleted by three months from the end of storage period of such five years.

### **Data storage and transfer of data**

Data is transferred to and stored in Japan, where KIKU and related systems are located. Konica Minolta, Inc. which is located at 2-7-2, Marunouchi, Chiyoda-ku, Tokyo, Japan is the owner of these systems. As Japan is not a country which ensures adequate level of protection of personal data decided by the European Commission, Konica Minolta concluded Standard Contractual Clauses ("SCC") with Konica Minolta, Inc.

### **What are your rights under GDPR?**

Whilst Konica Minolta is in possession of or processing your personal data, you have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.

- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.

In the event that Konica Minolta refuses your request under rights of access, we will provide you with a reasonable explanation.

If you exert any of your rights, please send e-mail to [km-csb-gdpr@gcp.konicaminolta.com](mailto:km-csb-gdpr@gcp.konicaminolta.com).

#### **Contact details of the Data Controller**

You are welcome to contact our company at any time if you have any questions relating to the topic of data privacy. The contact details of other companies are mentioned in Attachment.2.

Konica Minolta Business Solutions Europe GmbH  
Europaallee 17  
30855 Langenhagen  
Germany  
Telephone: +81-42-660-9311  
[km-csb-gdpr@gcp.konicaminolta.com](mailto:km-csb-gdpr@gcp.konicaminolta.com)

#### **Contact details of Data Protection Officer**

You are welcome to contact our company data privacy officer at any time if you have any questions relating to the topic of data privacy.

This person is

Dr. Frederike Rehker  
Konica Minolta Business Solutions Europe GmbH  
Europaallee 17  
30855 Langenhagen

Germany Telephone: +49 (0)511 7404-0

E-Mail: [dataprotection\(at\)konicaminolta.eu](mailto:dataprotection@konicaminolta.eu)

Attachment.1

Konica Minolta Business Solutions Deutschland GmbH,  
Konica Minolta Business Solutions France S.A.S.,  
Konica Minolta Business Solutions (UK) Limited,  
Konica Minolta Business Solutions Romania s.r.l.,  
Konica Minolta Business Solutions Italia S.p.A.,  
Konica Minolta Business Solutions Nederland B.V.,  
Konica Minolta Business Solutions Greece S.A.,  
Konica Minolta Business Solutions Czech spol. s r.o.,  
Konica Minolta Hungary Business Solutions Ltd.,  
Konica Minolta Business Solutions Polska Sp.z.o.o.,  
Konica Minolta Business Solutions Bulgaria EOOD,  
Konica Minolta Business Solutions Slovenia d.o.o.,  
Konica Minolta Croatia-Business Solutions d.o.o.,  
Konica Minolta Slovakia spol. s.r.o.,  
Konica Minolta Baltia UAB,  
Konica Minolta Business Solutions Denmark A/S,  
Konica Minolta Business Solutions Spain S.A.,  
Konica Minolta Business Solutions Sweden AB,  
Konica Minolta Business Solutions Norway AS,  
Konica Minolta Business Solutions (Belgium) N.V.,  
Konica Minolta Business Solutions Austria GmbH,  
Konica Minolta Business Solutions Portugal, Unipessoal Lda.,  
Konica Minolta Business Solutions Finland Oy, and  
Konica Minolta, Inc., which is located at 2-7-2, Marunouchi, Chiyoda-ku, Tokyo, Japan

Attachment.2

Konica Minolta Business Solutions Deutschland GmbH  
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Konica Minolta Business Solutions France S.A.S.  
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Konica Minolta Baltia UAB

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Konica Minolta Business Solutions Sweden AB

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Konica Minolta Business Solutions Portugal, Unipessoal Lda.



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