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# Informationen about the processing of personal data

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## 1. Introduction

This information is for costumers of Akanthus, Archäologischer Verlag, Dr. Adrienne Lezzi-Hafter, Bändlerstrasse 49, CH-8802 Kilchberg, Switzerland (“**Akanthus**“).

Goal of this information is to:

- comprehensively inform the costumers about the data processing by Akanthus (types of Data, purposes, legal basis (European General Data Protection Regulation, “**GDPR**“);
- what data protection rights customers have vis-à-vis Akanthus.

## 2. What Data is processed by Akanthus

The following Data is processed by Akanthus:

- name
- institution
- address
- e-mail-address
- telephon number
- purchase order history

Credit card information will only be used for the specific transaction and will not be processed electronically by Akanthus. The credit card information will be transferred to SIX Payment Services Switzerland for further processing in order to complete the transaction.

## 3. For what purposes does Akanthus processes Data?

Data is processed for the following purposes:

- generally maintaining the customer relationship;
- sending products and information that they are contractually obliged to provide;
- billing purposes;
- processing objections or complaints made by the customer;
- marketing.

Under no circumstances does Akanthus process the Data outside of its contractual relationships with customers.

## 4. What are the legal basis for the processing?

Akanthus processes Data on the following legal basis:

- performance of the contract (Art. 6 (1) lit. b GDPR)
- legitimate interests (Art. 6 (1) lit. f GDPR). Marketing activities are based on this legal basis. It's Akanthus' legitimate interests to inform existent clients about new publications.

## **5. How long is Data stored?**

Data is stored for the duration of 10 years beyond the end of the customer relationship.

## **6. What rights do data subjects have?**

Data subjects are entitled to the following rights concerning Data:

- to receive information on whether and which Data Akanthus may save or store (categories of Data, recipients or categories of recipients, storage duration, or criteria governing such duration);
- to obtain a copy of Data processed by Akanthus;
- to request the rectification of Data if it is incorrect;
- to request the deletion of Data;
- to request restrictions on the processing of Data;
- to receive Data in a structured, accessible and machine-readable format;
- to submit an objection to processing of Data, especially for the purpose of direct advertising.
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The rights specified above may be denied or restricted if the interests, rights and freedoms of third parties prevail or if processing of Data is necessary to establish, exercise or defend any legal claims of Akanthus.

All request may be made to Dr. Adrienne Lezzi-Hafter, Böndlerstrasse 49, CH-8802 Kilchberg, Switzerland, [akanthus@bluewin.ch](mailto:akanthus@bluewin.ch).