

## **Information requirements for the AHK contact form**

### **1. Description of data processing**

The data privacy notice is given in connection with the processing of your personal data for your inquiry through our website. Please be advised that your request will not be processed if data is not provided.

### **2. Name and contact details of data controller**

German-Azerbaijani Chamber of Commerce (AHK Azerbaijan)  
Winter Park Plaza, 7<sup>th</sup> floor, 75 Rasul Rza Str., AZ 1014 Baku, Azerbaijan  
Tel.: +994 12 497 63 06/07  
Fax: +994 12 497 63 05  
E-mail: mail@ahk-baku.de  
Website: www.ahk-baku.de

### **3. Contact details of data protection officer**

Aynur Nasibova  
German-Azerbaijani Chamber of Commerce (AHK Azerbaijan)  
Winter Park Plaza, 7<sup>th</sup> floor, 75 Rasul Rza Str., AZ 1014 Baku, Azerbaijan  
Tel.: +994 12 497 63 06/07  
Fax: +994 12 497 63 05  
E-mail: aynur.nasibova@ahk-baku.de  
Website: www.ahk-baku.de

### **4. Purpose and legal basis of data processing**

Your data will be collected by the AHK Azerbaijan in order to process your request.

Your data is processed pursuant to Article 6 (1) b) GDPR.

### **5. Recipient or categories of personal data recipients**

Your personal data will be transmitted to:

- Our service provider for the AHK website has access to your personal data due to the implementation and processing of Internet communication.

### **6. Transmission of personal data to the third parties**

It is not intended to transfer your personal data to a third party or to an international organisation.

The provision of your personal data is carried out by means of an online web application. Therefore confidentiality, integrity (inviolability), authenticity (genuineness) and availability of personal data cannot be guaranteed.

## **7. Duration of storage of personal data**

Your data will be stored for 3 months. Legal storage periods can make retention necessary beyond that.

## **8. Rights of the data subject**

According to the EU General Data Protection Regulation, you have the following rights:

If your personal data is processed, you have the right to obtain information regarding the storage of your personal data (Article 15 GDPR).

If incorrect personal data is processed, you have the right for correction (Article 16 GDPR).

If legal requirements are met, you have the right to request the deletion or limitation of processing, and you have the right to object to such processing (Articles 17, 18 and 21 GDPR).

Since the data processing is based on a contractual basis and data processing is carried out via automated processes, you have a right to data portability where applicable (Article 20 GDPR).

Should you exercise your above mentioned rights, the AHK will review whether statutory requirements are met.

Please contact the AHK Azerbaijan to exercise your rights.

In case of data protection complaints please contact the responsible regulatory authority:

Electronic Security Center (ESC) under the Ministry of Communications and High Technologies (MCHT)

74 Ali bay Huseynzade Str., Baku, AZ 1014, Azerbaijan

Telephone: +994 12 4932056

E-mail: [info@cert.az](mailto:info@cert.az)

Website: [www.cert.az](http://www.cert.az)

## **9. Right to withdraw consent**

If you have consented to the processing of personal data by the AHK, you may withdraw your consent at any time with effect for the future. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.