

## Public Procedures Directory

According to section 4 g of the Federal Data Protection Act ('BDSG'), the data protection officer has to provide, upon application, in a suitable way, the information referred to in section 4 e of the BDSG.

This information is given below, making it unnecessary for you to file an application.

1. Name of responsible company
--------------------------------

BEB Erdgas und Erdöl GmbH

2. Chief Executive Officer
----------------------------

Dr. Manfred G. Bullinger, Wolfgang Knötsch, Klaus-Dieter Rudolf Bortel

3. Responsible Data Processing Officer
--

Martin Varchmin

The systems for processing and storage of our data were in compliance with section 11 of the BDSG contracted out to:

INFO AG  
Grasweg 62-66  
D-22203 Hamburg

The operation of our business and administrative accounting system is likewise in compliance with section 11 of the BDSG contracted out to:

Centric Germany GmbH  
Centroallee 285  
D-46047 Oberhausen

4. Address of responsible company
-----------------------------------

BEB Erdgas und Erdöl GmbH  
Riethorst 12  
D-30659 Hannover

5. Purpose of Data Collection, Processing and Use
---

Delivery of services within the framework of service contracts in connection with the storage of natural gas as well as the marketing of crude oil and sulphur

Execution of collection, storage and processing of personal data, primarily

- Personal data (for example name and address)
- Employment contract data (for example date of employment, salary classification)
- Data of payments (for example regularly recurring remittances)

for own purposes as well as in connection with service contracts if applicable.

In particular we would like to point out, that the data have partly to be collected for legal regulation purposes.

### 6. Description of the Groups of Persons, Data and Data Categories affected

Personal Data are collected, processed and used mostly for the following groups as far as people are involved and as far as this is necessary to fulfil the purposes mentioned in figure 5:

- Customers (mostly identification data)
- Employees/candidates (mostly personnel administration and planning)
- Contractors (mostly address und functional data)

### 7. Recipients or Categories of Recipients to whom the data may be disclosed

Public offices, which receive data based on legal regulations (for example fiscal authorities, social insurances). Internal positions, which are involved in the execution of the particular business process (for example personnel department, accounting, marketing). External contractors (service companies) for the storage and processing of the data, execution of payments etc. in compliance with section 11 of the BSDG.

### 8. Standard deadlines for the erasure of data

The legislator has promulgated numerous duties and deadlines concerning the preservation of data. Following expiry of these deadlines, the corresponding data will be routinely erased if they are no longer necessary for contractual fulfilment. Any data not erased in this way will be erased if the purposes referred to under figure 5 cease to apply.

### 9. Intended transfer of data to countries outside the EU and USA

There are no plans to transfer any data to countries outside the EU and USA.

The data protection officer of BEB Erdgas und Erdöl GmbH is:

Eberhard Cherek  
Riethorst 12  
D-30659 Hannover

[Eberhard.Cherek@BEB.de](mailto:Eberhard.Cherek@BEB.de)

Updated July 1st, 2009