

# Data protection

This website (hereinafter "Website") is provided by Wilhelm Rosebrock GmbH & Co. KG (hereinafter "us" or "we"). With the following privacy policy we inform you about the processing of your personal data and the rights to which you are entitled.

The laws underlying this privacy policy (GDPR) enter into force on 25 May 2018.

## 1. Name and address of the controller

As a data subject, you can contact our controller directly with any questions or suggestions on data protection.

Responsible person within the meaning of the GDPR, other applicable data protection laws in the member states of the European Union and other regulations with data protection content is:

### The party responsible for processing data on this website is:

Wilhelm Rosebrock GmbH & Co. KG  
Mr. Martin Sommer  
Albert-Bote-Straße 11  
28197 Bremen GVZ

Telephone: +49 (421) 52 000 – 0

Email: [mail@rosebrock.com](mailto:mail@rosebrock.com)

### Statutory data protection officer

We have appointed a data protection officer for our company.

Wilhelm Rosebrock GmbH & Co. KG  
Mrs. U. Joos  
Albert-Bote-Straße 11  
28197 Bremen GVZ

Telephone: +49 (421) 52 000 - 12

E-Mail: [ujoos@rosebrock.com](mailto:ujoos@rosebrock.com)

## 2. Purpose of processing your personal data

By processing your personal information, we want to ensure that you have a user-friendly, safe and efficient service that is tailored to your individual needs and wishes. We process your personal data only if it is essential for the functioning of our website and our services and to provide the services you requested (for example, track and trace tracking). We process your personal data only with your prior consent. We only waive your prior consent if we cannot obtain your consent beforehand for real reasons and the processing of your data is expressly permitted by law.

### **3. Protection of minors**

All persons under the age of 18 should not submit any personal information to us without the consent of their parent or guardian. We do not collect personally identifiable information about children and adolescents and do not share such information with third parties.

### **4. Legal basis for the processing of your personal data**

The legal basis for processing your personal data arises from the European General Data Protection Regulation (GDPR), the Federal Data Protection Act new (BDSG-new) as well as other relevant laws.

The legal basis of the GDPR:

Art. 6 I lit. a GDPR	Processing of personal data after obtaining the consent of the data subject for the personal data concerning him for one or more specific purposes
Art. 6 I lit. b GDPR	Processing of personal data is required to fulfill a contract or to carry out pre-contractual measures to which the data subject is a party and which are made at the request of the data subject
Art. 6 I lit. c GDPR	Processing of personal data to fulfill a legal obligation to which we are subject
Art. 6 I lit. d GDPR	Processing of personal data for the protection of vital interests of the data subject or another natural person
Art. 6 I lit. e GDPR	Processing of personal data for the performance of a task of public interest or in the exercise of official authority delegated to the controller
Art. 6 I lit. f GDPR	Processing of personal data for the protection of our legitimate interest or a third party, unless the interests or fundamental rights and freedoms of the data subject requiring the protection of personal data prevail, in particular if the data subject is concerned a child is acting.

### **5. Categories of recipients of personal data**

Within the company Rosebrock GmbH & Co. KG, the in-house offices receive your data, which they need to fulfill our contractual and legal obligations as well as to pursue legitimate interests.

Service providers commissioned by us (so-called data processor) can receive their data for these purposes.

Your personal data will be given by us to third parties only in cases where this is necessary for the fulfillment of the contract or the third party or we have a legitimate interest in the disclosure or your consent for this. In addition, data may be transmitted to third parties, as far as we are obliged to do so due to legal regulations or enforceable titles or official orders. Third parties to whom we share your personal information, regardless of our service provisions, are

- external consultants (for example, lawyers, tax accountants, certified public accountants),
- insurance companies,
- authorities under their jurisdiction (e.g. tax office, police, prosecutor),
- courts,
- other third parties, as far as you instruct us to pass on data or give your consent.

## **6. Disclosure of personal data outside the EU**

We use functions on our website external providers based in non-European countries. Your personal data can therefore also be processed and stored outside the EU. We only transfer your personal data outside the European Economic Area (EEA) if the European Commission has certified the third country an adequate level of data protection or data protection guarantees. Data may also be transmitted to a non-European third country if we inform you in advance and if you give us your consent. In addition, we can agree with the provider the standard contractual clauses for the protection of personal data.

For more information, please visit: <https://www.privacyshield.gov/welcome>

[http://ec.europa.eu/justice/data-protection/document/citizens-guide\\_en.pdf](http://ec.europa.eu/justice/data-protection/document/citizens-guide_en.pdf)

## **7. Data deletion and storage duration**

Your personal data will be deleted or blocked if the purposes for which it was collected or otherwise processed are no longer available. We store your personal data for the period in which claims (for example, statutory limitation periods of up to 30 years) can be asserted against us.

In addition, data storage is only possible if the European or German legislator has stipulated this for the periods of proof and retention (e.g. Commercial (HGB)), Tax (AO) or Money Laundering Act (GWG).

The blocking or deletion of personal data is carried out by us when a legally standardized storage period expires. Something else is valid only if there is the need for further storage of data for a contract or fulfillment of the contract.

## **8. Your rights as an affected person**

According to the BDSG-new and the European GDPR you have a right to access, rectification and removal of your personal data. Your inquiries will be processed within 30 days. We may request that you enclose with your request a photocopy of proof of your identity.

### **a) Right to confirmation and to information**

You have a right to free information as to whether we process personal data about you. If this is the case, they have a right to information about such personal data and to the following information:

- the processing purposes;
- the categories of personal data being processed;
- the recipients or categories of recipients to whom the personal data have been disclosed or are still being disclosed, in particular to recipients in third countries or to international organizations;
- if possible, the planned duration for which the personal data will be stored or, if this is not possible, the criteria for determining that duration;
- the right of rectification or erasure of the personal data concerning them or restriction of processing by the controller or a right to object to such processing;
- the existence of a right of appeal to a supervisory authority;
- if the personal data are not collected from the data subject, all available information on the source of the data;
- the existence of automated decision-making including profiling according to Art. 22 I, IV and - at least in these cases - meaningful information about the logic involved, and the scope and intended impact of such processing on the data subject.

If your personal data are transmitted to a third country or to an international organization, you have the right to be informed of the appropriate guarantees under Article 46 in connection with the transfer.

We provide you with a copy of the personal data that is the subject of the processing. For any additional copies you request, we may charge a reasonable fee based on administrative costs. If you submit the application electronically, we will provide you with the information in a standard electronic format, unless you specify otherwise. Your right to receive a copy under paragraph 3 shall not affect the rights and freedoms of others.

### **b) Right to rectification (Article 16 GDPR)**

You have a right to immediate correction if your personal information has been stored incorrectly or incompletely with us. You can contact our (data protection officer) (the controller) at any time. You can also assert your right by means of a supplementary statement. The purpose of the processing must be taken into account.

### **c) Right to cancellation / "right to be forgotten" (Article 17 of the GDPR)**

You have the right under Art. 17 GDPR at any time to demand the immediate deletion of your personal data if one of the following reasons is present and the processing is no longer necessary:

- Your personal information has been collected or otherwise processed for purposes for which your information is no longer needed.
- You revoke your appointment pursuant to Art. 6 I lit. a GDPR or Art. 9 II lit. A consent given to GDPR and other legal bases for the processing are not given.
- You file an objection under Art. 21 I GDPR against the processing of your data for reasons that arise from your particular situation. This also applies to a profiling based on the GDPR. Thereafter, we will no longer process your personal information unless we can demonstrate compelling legitimate grounds for processing that outweigh your interests, rights and freedoms, or the processing is intended to assert, exercise or defend legal claims.
- In accordance with Art. 21 II GDPR, you object to the processing of your personal data in order to operate direct mail. This also applies to the profiling, as far as it is associated with such direct mail.
- Your personal data has been processed unlawfully.
- The deletion of your personal data is necessary to fulfill a legal obligation under the law of the European Union or German law.
- Your personal data has been collected for the consent of a child in relation to information society services offered pursuant to Art. 8 I GDPR.

If your personal data have been made public by us and if we as the person in charge under Article 17 I GDPR are obliged to delete your personal data, we shall take appropriate measures, including technical ones, for deleting your personal data, taking into account the available technology and the costs of implementation Data Controllers who process your published personal information should inform you that you have requested the deletion of all links to such personal data or copies or replications of such personal data from those other data controllers, unless the processing is necessary.

### **d) Right to limit processing (Article 18 GDPR)**

You have the right to require us to restrict processing if any of the following conditions apply:

- You deny the accuracy of your personal information for a period of time that enables us to verify the accuracy of your personal information;
- the processing is unlawful and you refuse to delete the personal data and instead request the restriction of the use of personal data;

- We no longer need your personal information for processing purposes, but you need it to assert, exercise or defend your rights, or
- You have objected to the processing under Art. 21 I, as long as it is not certain that our legitimate reasons prevail over yours.

If processing has been restricted in accordance with Article 21 I, your personal data may only be used with your consent or for the purpose of asserting, exercising or defending legal claims or protecting the rights of another natural or legal person or for important reasons the public interest of the Union or of a Member State.

If you have restricted the processing according to Art. 21 I, you will be notified by us before the restriction is lifted.

### **e) Data transferability (Article 20 GDPR)**

You have the right to receive the personal information you have provided to us in a structured, common and machine-readable format, and you have the right to transfer that information to another person without hindrance from us, provided that

- the processing on a consent according to Art. 6 I lit. a) or Art. 9 II lit. a) or on a contract pursuant to Art. 6 I lit. b) is based and
- the processing is done using automated procedures.

In exercising your right to data transferability under paragraph 1, you have the right to obtain that your personal information be transmitted directly by us to another party, as far as technically feasible.

The exercise of the right under paragraph 1 of this Article is without prejudice to Article 17. This right does not apply to any processing necessary for the performance of a task that is in the public interest or in the exercise of official authority that has been delegated to us.

The right under paragraph 1 shall not affect the rights and freedoms of other persons.

### **f) Right to object (Article 21 GDPR)**

You have the right at any time, for reasons that arise from your particular situation, against the processing of personal data relating to your personal data, which pursuant to Art. 6 I lit. e) or f) takes an objection; this also applies to profiling based on these provisions. We no longer process personal information, unless we can demonstrate compelling legitimate grounds for processing that outweigh your interests, rights and freedoms, or the processing is for the purposes of asserting, exercising or defending legal claims.

If personal data is processed in order to operate direct mail, you have the right to object at any time to the processing of your personal data concerning the purpose of such advertising; this also applies to profiling insofar as it is associated with such direct mail.

If you object to the processing for direct marketing purposes, we will no longer process the personal data for these purposes.

You have been informed at the latest at the time of the first communication with us expressly on the rights referred to in paragraphs 1 and 2; this notice has been given in an understandable and separate form.

Regarding the use of information society services, regardless of Directive 2002/58 / EC, you can exercise your right to object through automated procedures that use technical specifications.

You have the right, for reasons arising out of your particular situation, to object to the processing of your personal data relating to the processing of your personal data for scientific, historical or statistical purposes under Article 89 I, unless: , processing is necessary to fulfill a public interest task.

### **g) Automated decisions in individual cases including profiling (Art. 22 GDPR)**

You have the right not to be subjected to a decision based solely on automated processing - including profiling - that will have legal effect or similarly affect you in a similar manner.

That does not apply if the decision

- is required for the conclusion or performance of a contract between us and you,
- is permitted under Union or Member State legislation to which we are subject, and where such legislation contains appropriate measures to safeguard the rights and freedoms and your legitimate interests, or
- with your express consent.

In such cases, we will take reasonable steps to safeguard your rights and freedoms, as well as your legitimate interests, including at least the right to obtain the intervention of a person on our part, to express our own viewpoint and to contest the decision.

Decisions pursuant to Art. 22 II may not be based on special categories of personal data pursuant to Art. 9 I unless Art. 9 II lit. a) and g) reasonable measures have been taken to protect your rights and freedoms and your legitimate interests.

### **h) Right to revoke a data protection consent**

You have the right to revoke your consent to the processing of personal data at any time.

## **9. Right of appeal to the competent supervisory authority**

In the event of data protection violations, you have the right of appeal to every competent supervisory authority. The responsible supervisory authority in data protection questions for us is:

The State Commissioner for Data Protection and Freedom of Information of the Free Hanseatic City of Bremen  
Dr. Imke Sommer  
Arndtstrasse 1  
27570 Bremerhaven  
Telephone: +49 (0) 42 1 - 361-2010  
Fax: +49 (0) 42 1 - 496-18495  
E-Mail: [office@datenschutz.bremen.de](mailto:office@datenschutz.bremen.de)  
Homepage: <http://www.datenschutz.bremen.de/>

## **10. Provision of our website and creation of log files**

For technical reasons, we automatically collect the following data and save them as "server log files", which your Internet browser transmits to our provider or server before our website is displayed:

- used browser type and version
- Operating system and interface used
- Access status / HTTP status code
- Amount of transmitted data in bytes
- Source from which you came to our website (Referrer URL)
- Visited website
- Date and time of your request
- Time shift to Greenwich Mean Time (GMT) between requesting host and Web Server
- used (IP) address.

There is data storage in our system, but separate from other personal data.

The legal basis for the temporary data storage and storage of the log files is Art. 6 I lit. f GDPR.

The purpose of temporary storage in log files is to make our website available to you. The data is evaluated for statistical purposes only, to improve our website and our offer. An evaluation for marketing purposes does not take place.

The stored data in log files will be deleted after seven days at the latest. A longer storage takes place only if the data are anonymized, so that an assignment is no longer possible. Since the collection of data for the provision of our website and the storage of data in log files are mandatory, you have no disagreement.

## **11. Cookies**

Our website partly uses cookies. Cookies do not harm your computer and do not contain viruses. These cookies are data packages that consist of small text files that are stored on your computer in a designated area of the hard disk and that your browser stores. A large number of cookies contain a so-called session ID, which consists of a random, unambiguous

string (numbers and letters). These small pieces of information enable a clear recognition of the cookie, allowing web pages and servers to be associated with the specific Internet browser in which the cookie was stored. This allows the visited web pages and servers to distinguish the respective person's browser from other internet browsers with other cookies. Your Internet browser can thus be recognized and identified via the unique session ID.

Most of the cookies we use are so-called session cookies. They are automatically deleted after your visit. Other cookies remain stored on your device until you delete them. We do not store cookies for more than 24 months. These cookies allow us to recognize your browser the next time you visit.

The purpose of this recognition is to make the visit to our website more effective and secure. As a visitor to a website that uses cookies, you must, for example, Do not re-enter your credentials each time you visit the website because this is done by the website and the cookie stored on the user's computer system. In addition, we use cookies on our website that analyze and evaluate your surfing behavior during your website visit. These are the purposes of our legitimate interest in processing your personal data in accordance with Art. 6 I lit. f GDPR.

All data collected by us are pseudonymised by a technical procedure, so that the collected data cannot be assigned to you personally any more. A storage with your other personal data does not take place.

When you visit our website, you will be informed about the use of analysis cookies by means of an information banner and referred to this privacy policy. You will also be notified of the possibilities of setting the browser for the purpose of preventing the processing of your personal data. If you disable cookies, the functionality of our website may be limited.

There is no possibility to prevent the transmission of Flash cookies via the settings of your browser. Use here the settings of the Flash Player.

## **12. Web analytics tools**

We use web analysis services for the purpose of market research and the creation of anonymous user profiles of website visitors, by means of which we optimize, develop and adapt our website. This will attract new visitors to our website and increase our visibility. These interests are legitimate interests within the meaning of the GDPR.

For this purpose we use cookies. The user data of our website collected by the cookie such as

- used browser type and version
- Operating system and interface used
- Source from which you came to our website (Referrer URL)
- Date and time of your request
- used (IP) address.

are transmitted to server and stored.

This data may be transmitted to third parties, if required by law or if third parties perform data order processing.

(IP) addresses are anonymized and not linked to other data related to the user, so that an individual assignment is not possible.

If you do not wish to collect data from our website, you can prevent or restrict the storage or installation of cookies by setting your browser software accordingly. Already saved cookies can be deleted at any time. This can also be done automatically. If you disable cookies, the functionality of our website may be limited.

You can object to the data collection at any time. For the communication of the objection please use the specified contact data.

The following web analytics services described in detail are based on Art. 6 | 1 lit. f GDPR.

## **Google Analytics**

We use the web analytics service Google Analytics (including the Universal Analytics operating mode), the Google Inc., 1600 Amphitheater Parkway Mountain View, CA 94043, USA, on our website. Google Analytics uses cookies for this web analytics (see point 10 for cookies). The cookies are stored cross-device for the purpose of analyzing your usage behavior during the visit of our website. The following data are collected:

- used browser type and version
- Operating system and interface used
- Source from which you came to our website (Referrer URL)
- Date and time of your request
- used (IP) address.

This data is typically transmitted to a Google server in the United States and stored in the United States. The US is not a Member State of the European Union (EU) or the European Economic Area (EEA) and thus a so-called third country. For the US as a state there is no adequacy decision of the European Commission. However, Google is subject to the EU Privacy Shield (EU-US agreement) and therefore has an adequate level of protection under Article 45 | GDPR.

Your (IP) address determined by Google Analytics will not be associated with other Google data and will generally be anonymized prior to being transmitted to the US by shortening it to the last 8 bits (using the "anonymizeIP" code we use) and so an individual assignment is no longer possible. The reduction of your (IP) address takes place within (EU) or in contracting states of the EEA.

Google will analyze your personal information on our behalf, in relation to your usage on our website, and provide us with reports and summaries of users' activities on our website. Google's purpose is to provide and optimize other services related to website and internet usage. Google may transfer this information to third parties if required by law or as far as

third parties process this data on behalf of Google. With the help of the transmitted data, anonymous user profiles of the website visitors are created, by means of which we optimize, develop and adapt our website. This will attract new visitors to our website and increase our visibility.

The legal basis for the processing of personal data is Art. 6 I lit. f GDPR. We have a legitimate interest in analyzing the website visitor behavior in order to make our website attractive and user-friendly.

We automatically delete all aforementioned personal data transmitted by cookies after 24 months.

You have the right to object to the collection and processing of your personal data by Google Analytics.

If you do not wish to receive data by Google Analytics through our website, you can prevent or limit the storage or installation of cookies by setting your browser software accordingly. Already saved cookies can be deleted at any time. This can also be done automatically. If you disable cookies, the functionality of our website may be limited.

If you do not wish to collect your data through Google Analytics through our website, opt-out cookies may also be used. These prevent future processing of your personal data when visiting the website. In order to prevent the processing of your personal data across different systems, you must use the opt-out cookie on all systems used. To set the opt-out cookie follow the link: <http://tools.google.com/dlpage/gaoptout?hl=de>.

For more information about Google's promotional use of data, hiring and opt-out options, visit the Google Web Sites: <http://www.google.com/analytics/terms/en.html>  
<https://www.google.de/intl/de/policies/>.

### **13. Using Social Plugins with Shariff Solution**

We use Share buttons of social networks on our website with the purpose to make our offers better known. The legal basis is Art. 6 para. 1 sentence 1 lit. f GDPR. Our commercial purposes are a legitimate interest within the meaning of the GDPR.

The protection of your personal data is very important to us. For this reason, we do not use share buttons of the social networks on our website as plugins. We use the c't project "Shariff" on our website. "Shariff" uses only an HTML link to integrate the share buttons as a graphic in our website, so that when you visit our website, your Internet browser is still not connected to the server of the social network. Only after actively clicking on the share buttons of the respective social network will a new browser window open with the website of the respective social network. You leave our website and can in the new browser window (possibly after entering your login data as a member) with the local plugins of the respective provider to establish a direct connection.

The share buttons are indicated by icons or small stylized symbols.

More information about "Shariff" can be found at <http://www.heise.de/ct/artikel/Shariff-Social-Media-Buttons-mit-Datenschutz-2467514.html>

We integrate the following social networks on our website with "Shariff":

Facebook

Google +

LinkedIn

XING

### **Facebook plugins with Shariff solution**

We use the social plugins ("plugins") from facebook.com's social network Facebook Ireland Ltd., 4 Grand Canal Square, Grand Canal Harbor, Dublin 2, Ireland. These social plugins can be recognized by the Facebook logo (the white letter "f" on a blue tile, the buttons "Like", "Like" and "Thumbs up") or the hint "Facebook Social Plugin". A list and the visual design of the Facebook social plugins can be found at <https://developers.facebook.com/docs/plugins/>.

The protection of your personal data is very important to us. For this reason, we do not use share buttons of the social network Facebook on our website as plugins. We use the c't project "Shariff" on our website. "Shariff" uses only an HTML link to integrate the share buttons as a graphic in our website, so that when you visit our website, your Internet browser is still not connected to the server of Facebook. Only after you have actively clicked on the Facebook Share button, a new browser window will open with the Facebook page. You leave our website and can in the new browser window (possibly after entering your login data as a member) with the local plug-ins of Facebook connect directly.

These data are usually transmitted to a Facebook server in the US and stored in the US. The US is not a Member State of the European Union (EU) or the European Economic Area (EEA) and thus a so-called third country. For the US as a state there is no adequacy decision of the European Commission. However, Facebook has succumbed to the EU Privacy Shield (EU-US agreement), and thus has an adequate level of protection under Article 45 I DS-BER.

Information on the purpose and scope of the data collection and the further processing and use of the data by Facebook, as well as your rights and options, can be found in Facebook's privacy policy: <http://www.facebook.com/policy.php>

### **Google+ plugins as a Shariff solution**

We use the social plugins ("plugins") from the social network Google+, Google Inc., 1600 Amphitheater Parkway, Mountain View, CA 94043, USA. These social plugins can be recognized by the Google+ logo (the white letter "g" and the white "+" sign on a red tile). For a listing and visualization of the Google+ plugins, visit <https://developers.google.com/+web/>.

The protection of your personal data is very important to us. For this reason, we do not use share buttons of the social network Google+ on our website as plugins. We use the c't project "Shariff" on our website. "Shariff" uses only an HTML link to integrate the share buttons as a graphic into our website, so that when you visit our website, your Internet browser is still not connected to the server of Google+. Only after you have actively clicked on the Google + -Share button will open a new browser window with the website of Google+. You leave our website and can in the new browser window (if necessary after entering your login data as a member) with the local plugins of Google+ connect directly.

This data is typically transmitted to a Google+ server in the United States and stored in the United States. The US is not a Member State of the European Union (EU) or the European Economic Area (EEA) and thus a so-called third country. For the US as a state there is no adequacy decision of the European Commission. However, Google+ has become subject to the EU Privacy Shield (EU-US agreement), which provides it with an adequate level of protection under Article 45 I GDPR.

For information on the purpose and scope of data collection and the further processing and use of the data by Google+, as well as your rights and options, please refer to the privacy policy of Google+:

<http://www.google.com/intl/de/+/policy/+1button.html>

### **LinkedIn plugins with Shariff solution**

We use the social plugins ("plugins") of the online LinkedIn service, LinkedIn Corporation, 2029 Stierlin Court, Mountain View, CA 94043, USA. These social plugins can be recognized by the LinkedIn logo (the blue letters "in" on a white tile.) A listing and the visual design of the LinkedIn social plugins can be found at <https://brand.linkedin.com/policies>.

The protection of your personal data is very important to us. For this reason, we do not use Share buttons of the online service LinkedIn as plugins on our website. We use the c't project "Shariff" on our website. "Shariff" uses only an HTML link to integrate the share buttons as a graphic in our website, so that when you visit our website, your Internet browser is still not connected to the server manufactured by LinkedIn. Only after actively clicking on the LinkedIn Share button will a new browser window open on LinkedIn's website. You leave our website and can in the new browser window (possibly after entering your login data as a member) with the local plug-ins from LinkedIn connect directly.

These data are usually transmitted to a Facebook server in the US and stored in the US. The US is not a Member State of the European Union (EU) or the European Economic Area (EEA) and thus a so-called third country. For the US as a state there is no adequacy decision of the European Commission. However, Facebook has succumbed to the EU Privacy Shield (EU-US agreement), and thus has an adequate level of protection under Article 45 I DS-BER.

For information on the purpose and scope of the data collection and further processing and use of the data by LinkedIn, as well as your rights and options, please refer to LinkedIn's privacy policy: <http://www.linkedin.com/legal/privacy-policy>

## **XING plug-ins with Shariff solution**

We use on our website recommendation components (XING share buttons) of the social network XING, Xing SE, Dammtorstraße 30, 20354 Hamburg, Germany. These social plug-ins can be recognized by the XING logo (the white letter "X" on a green tile).

The protection of your personal data is very important to us. Although XING does not store any IP addresses or personal data about the visit of our website in its data protection declaration in Germany and does not evaluate the usage behavior of the use of cookies in connection with the button "XING Share", we use Share on our website Buttons of the social network XING are not unreserved as plugins. We use the c't project "Shariff" on our website. "Shariff" uses only an HTML link to integrate the share buttons as a graphic in our website, so that when you visit our website, your Internet browser has not yet established a connection to the server of XING. Only after you have actively clicked the XING -Share button, a new browser window will open with the website of XING. You leave our website and can in the new browser window (if necessary after entering your login data as a member) with the local plugins of XING record a direct connection.

This data is usually transmitted to a server of XING in Germany and stored in Germany. Information on the purpose and extent of the data collection and the further processing and use of the data by XING as well as your rights and setting options can be found in XING's privacy policy:

[https://www.xing.com/app/share?op=data\\_protection](https://www.xing.com/app/share?op=data_protection).

## **14. Use of the contact option**

On our website, we offer you the opportunity to write an e-mail via our contact form or to leave a message for contacting us. All data entered by you in the input mask (eg name, email address) is used and stored exclusively for the use of our offers. In addition, we store your IP address, the date and time of your registration in this context in order to protect you from misuse of your data and us from misuse of our online offer by unauthorized third parties. In order to be able to submit your personal data to us, you must first declare your consent and be informed of this privacy policy. We do not compare this data with data that you leave through other components of our website. A passing on to third does not take place.

We offer you the possibility to contact us via our given email address. All personal data that you submit to us will be stored by us. We do not compare this data with data that you leave through other components of our website. A passing on to third does not take place.

Purpose of the processing of your personal data from the input mask and from an e-mail contact by you is processing your contact request.

Legal basis for the processing of your personal data is in the presence of your declaration of consent Art. 6 I lit. a GDPR.

The legal basis for the processing of your personal data for the performance or performance of a contract or pre-contractual obligations of which you are party is also Art. 6 I lit. b GDPR.

Legal basis for the processing of your personal data is an e-mail contact by you Art. 6 I lit. f GDPR.

Your details of personal data from the input fields of our contact form or from your e-mail will be deleted as soon as your communication with us has ended. This is the case if we can assume in real life that the purpose of your contact has been achieved. All further additional data will be deleted after seven days at the latest.

Your details of personal data during registration will be deleted as soon as your data is no longer needed to process and execute the contract or our pre-contractual obligations. If you have a continuing obligation, we will delete your data only after the end of the contract period. This does not apply if we must continue to store the data due to contractual or legal obligations. These include storage periods for the warranty or tax periods.

Your consent to data processing can be revoked at any time. You can delete the collected data at any time or change or correct the stored personal data.

## **15. Advertising by mail**

We have a legitimate interest in personalized direct mailing by sending offers and information about our products by mail. For this purpose, we store and process the following of your data from your information in the context of our contractual relationships:

- First and last name
- Mailing address
- Title
- academic degree
- Date of birth
- Occupational, branch or business name

The legal basis for the processing of personal data is Art. 6 I lit. f GDPR. We have a legitimate interest in personalized direct mail.

You can object to the storage and use of your data for this purpose at any time.

## **16. Map Tools - Google Maps**

On our website, we use Google Maps (API) from Google LLC., 1600 Amphitheater Parkway, Mountain View, CA 94043, USA. Google Maps is a web service for displaying interactive (land) maps to visually display geographic information. The use of this service will show you our location and facilitate your arrival.

Google uses cookies for this web analytics (see point 10 for cookies). The cookies are stored cross-device for the purpose of analyzing your usage behavior during the visit of our website. The following data are collected:

- used browser type and version

- Operating system and interface used
- Source from which you came to our website (Referrer URL)
- Date and time of your request
- used (IP) address.

This data is typically transmitted to a Google server in the United States and stored in the United States. The US is not a Member State of the European Union (EU) or the European Economic Area (EEA) and thus a so-called third country. For the US as a state there is no adequacy decision of the European Commission. However, Google is subject to the EU Privacy Shield (EU-US agreement) and therefore has an adequate level of protection under Article 45 I GDPR.

When you visit any of the subpages where the Google Maps map is incorporated, information about your use of our website (such as your IP address) is transmitted to Google's servers in the United States and stored there. This is done regardless of whether Google provides a user account that you are logged in to, or if there is no user account. When you're logged in to Google, your data will be assigned directly to your account. If you do not wish to be associated with your profile on Google, you must log out before activating the button.

The legal basis for the processing of personal data is Art. 6 I lit. f GDPR. We have a legitimate interest in analyzing the website visitor behavior in order to make our website attractive and user-friendly, as well as to display personalized advertising.

If you disagree with the future transmission of your data to Google when using Google Maps, you can also disable the Google Maps web service completely by turning off the JavaScript application in your browser. Google Maps and the map display on this website cannot be used.

For details on privacy related to the use of Google Maps, please visit the Google Privacy Policy: <http://www.google.com/intl/en/policies/privacy/>

## **17. Applications and online applications.**

We collect and process your application data electronically in the context of the application process, if you submit your application documents by electronic means, for example by e-mail or via the form on our website, to us.

The following data will be collected for the justification of the employment relationship:

first given name  
Surname  
Date of birth  
address  
phone number  
e-mail

Application documents (letter of application, curriculum vitae, certificates, certificates, etc.)

You have the option to send us your documents electronically (such as certificates or cover letters). The transmission takes place in encrypted form.

By entering your data and activating the checkbox, you expressly agree to the use of your data for the purpose of processing the application.

If you conclude an employment contract with us after the application process, your saved application data will be inserted in your personal file in order to serve the organizational and administrative process. Unless you conclude an employment contract with us after the application process, your stored data will be deleted no later than six months after completing the application process. Excluded from this is a longer storage due to legal requirements or a will expressly expressed by you. Other legitimate interest is among others our burden of proof in proceedings under the General Equal Treatment Act (AGG).

A transfer of the data to third parties does not take place. Your data will be processed exclusively in Germany.

The legal basis for the processing of personal data is Art. 6 I lit. f GDPR. We have a legitimate interest in the progress of an electronic application process.

You can object to the storage and use of your data for this purpose at any time. For the communication of the objection please use the specified contact data.

## **18. Liability for content**

The contents of the website were created with great care. For the correctness, completeness and topicality of the contents, however, we assume no liability. As a service provider, we are responsible for our own content on our website in accordance with the general laws in accordance with § 7 para. 1 TMG. According to §§ 8 to 10 TMG, however, we as a service provider are not obliged to monitor transmitted or stored external information or to investigate circumstances that indicate illegal activity. Obligations to remove or block the use of information under general law remain unaffected. A liability in this regard is only possible from the time of the knowledge of a specific infringement. Upon notification of such violations, the content will be removed immediately.

## **19. Liability for links**

Our website contains links to external websites of third parties on whose contents we have no influence. Therefore, we assume no liability for these external contents. The content of the linked websites is the sole responsibility of the respective provider or operator of the websites. The linked websites were checked for possible legal violations at the time of linking. Illegal free and freely accessible content was not recognizable at the time of linking. A permanent content control of the linked websites is not reasonable without concrete indications of an infringement. Upon notification of violations, we will remove such links immediately.

## 20. Copyright

The content and works created by us on our websites are subject to German copyright law. The reproduction, processing, distribution and any kind of exploitation outside the limits of copyright require the written consent of the respective author or creator. Downloads and copies of our websites are only permitted for private, non-commercial use. Insofar as the contents on our website were not created by us, the copyrights and license rights of third parties are observed. In particular contents of third parties are marked as such. If you should still be aware of a copyright infringement, we ask for a note. Upon notification of violations, we will remove such content immediately.

## 21. Google Web Fonts

For uniform representation of fonts, this page uses web fonts that contain a social plugin, your browser loads the required web fonts into your browser cache to display texts and fonts correctly.

When you call up a page of our website that contains a social plugin, your browser makes a direct connection with Google servers. Google thus becomes aware that our web page was accessed via your IP address. The use of Google web fonts is done in the interest of a uniform and attractive presentation of our website. This constitutes a justified interest pursuant to Art. 6 (1) (f) GDPR.

If your browser does not support web fonts, a standard font is used by your computer.

Further information about handling user data can be found at:

<https://developers.google.com/fonts/faq> and in Google's privacy policy at <https://www.google.com/policies/privacy/>.

- End of the Privacy Policy -

This Data Protection Policy was created by Fischer-Battermann, Weenerstr. 36, 26831 Bunde.

