

Privacy Policy – Your data is safe with us

Data protection is a matter of trust and your trust is important to us. We respect your privacy and personal sphere. The protection and lawful collection, processing and use of your personal data is therefore an important matter for us. In order to ensure that you feel secure when you visit our websites, we strictly observe the legal provisions when processing your personal data and would like to inform you here about our collection and use of your data.

Scope and purpose of the data processing

1. Anonymous data collection

You can visit our site without providing any information about your person. We only store so-called "server log files", i.e. access data without any reference to a specific person such as the name of your Internet provider, the Internet browser you use, the page from which you visit us, the date and time of your access or the name of the requested file. This data is evaluated exclusively in order to improve our offers and does not allow any conclusion to be drawn about your person.

This anonymous data is stored separately from any personal data you may have provided and therefore does not enable any conclusions to be drawn about a particular person. This data is evaluated for statistical purposes so that we can optimise our internet site and our offers. The legal basis for the temporary storage of the data and the "server log files" is Art. 6 para. 1 (f) of the GDPR. The data is stored in log files in order to ensure the functionality of the website. The data is deleted as soon as it is no longer required to achieve the purpose of its collection. In the case of the collection of data for the provision of the website, this is the case when the respective session has ended.

2. Collection and processing of personal data

If you wish to make use of a service provided by our company via our website, it cannot be ruled out that the processing of personal data is required. If there is no legal basis for the processing

of personal data, we will obtain the consent of the data subject for this purpose. This will be evident in appropriate locations. This may be necessary if you register on our website, request our newsletter or if you contact us through our contact form. The legal basis for processing operations for which we obtain your consent for processing purposes is based on Art. 6 I (a) of the GDPR. If the processing of personal data is necessary for the fulfilment or initiation of a contract (e.g. for the delivery of goods or the provision of such services or for enquiries about our products and services), the processing is carried out in accordance with Art. 6 I (b) of the GDPR.

We store and use the personal data transmitted by you, such as the name, firm, address, E-mail and telephone, for the purposes of individual communication with you in accordance with the General Data Protection Regulation (GDPR) and the "Federal Data Protection Act (BDSG) new". Please note that in general, no confidential information should be sent via the contact form.

The legal basis for the processing of the data transmitted when an E-mail is sent is Art. 6 para. 1 (f) of the GDPR. If the objective of the E-mail contact is the conclusion of a contract, the additional legal basis for the processing is Art. 6 para. 1 (b) GDPR.

3. Cookies

Among other things, our website uses so-called "cookies", which serve to make our website more user-friendly, effective and secure overall – for example when it comes to accelerating the navigation on our platform. Furthermore, cookies enable us to measure the frequency of page views and general navigation, for example. Cookies are small text files that are stored on your computer system. We would like to point out that some of these cookies - which are usually so-called "session cookies" - are transferred from our server to your computer system. "Session cookies" are characterised by the fact that they are automatically deleted again from your hard disk at the end of the browser session. Other cookies remain on your computer system and enable us to recognise your computer system on your next visit (so-called permanent cookies). You can of course reject cookies at any time, provided that your browser permits this. However, we would like to point out that in this case it may not be possible to use all of the functions of our website in full. When you visit our website, you will be informed about the use of cookies for analytical purposes and your consent to the processing of the personal data used in this context will be obtained. Within this context there is also a reference to our Privacy Policy. The legal basis for

the processing of personal data using the technically required cookies is Art. 6, para. 1 (f) of the GDPR. The legal basis for the processing of personal data using cookies for analytical purposes – provided that your consent has been submitted – is Art. 6 para. 1 (a) GDPR.

4. Use of plugins

- **Use of Google Analytics [with Anonymisation]**

This website uses functions of the web analysis service Google Analytics. The provider is Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA. Google Analytics uses so-called "cookies". These are text files that are stored on your computer and enable an analysis of your use of the website. The information generated by the cookie about your use of this website is transferred as a rule to a Google server in the USA and saved there.

The information generated by these cookies, such as the time, place and frequency of your website visit, including your IP address, is transmitted to and stored by Google in the United States.

We use Google Analytics on our website with an IP anonymisation function. In this case, your IP address is shortened by Google within Member States of the European Union or in other contracting states of the European Economic Area Agreement and therefore made anonymous.

Google will use this information to evaluate your use of our site, compile reports on website activities for us and provide further services related to website and internet use. Google may also transfer this information to third parties if this is required by law or if third parties process this data on Google's behalf.

According to its own information, Google will under no circumstances associate your IP address with other Google data. You can prevent the installation of the cookies by selecting the appropriate settings on your browser; we point out, however, that in this case it is possible that you will not be able to fully use all the features of our site.

Furthermore, Google offers a deactivation option for the most popular browsers, which gives you more control over which data is collected and processed by Google. If you activate this option, no information about your visit to the website will be transmitted to Google Analytics. However, activation does not prevent information from being transmitted to us or to other web analysis services that we may use. For more information about the deactivation option provided by Google and how to enable this option, please visit the following link: <https://tools.google.com/dlpage/gaoptout?hl=en>

- **Matomo (formerly Piwik)**

We use the web analysis service Matomo on our website. Matomo uses cookies for this analysis. Cookies are small text files which are saved on your computer and enable you to analyse the use of the website. The information generated by the cookies, such as the time, location and frequency of your website visit, including your IP address, is transmitted to our Matomo server and stored there. Your IP address will be immediately anonymized during this process, so that you as a user remain anonymous for us. The information generated by the cookie about your use of this website will not be passed on to third parties. You can prevent the installation of the cookies by selecting the appropriate settings on your browser; we point out, however, that in this case it is possible that you will not be able to fully use all the features of our site.

If you do not agree to the storage and evaluation of this data about your visit, you can object to its storage and use at any time by clicking on it below. A so-called opt-out cookie will then be stored in your browser, which means that Matomo no longer collects any data about your visit whatsoever. Please note that if you delete the cookies in your browser settings, this may also result in Matomo's opt-out cookie being deleted, which you may have to activate again.

- **Use of WiredMinds**

On our website we use the tracking pixel plug-in of WiredMinds AG. These components are a service of WiredMinds AG, Immenhofer Str. 21, 70180 Stuttgart. WiredMinds uses so-called "cookies", i.e. text files which are stored on your computer and which enable an analysis of the use of our website. Data may be collected, processed and stored, from which user profiles are created under a pseudonym. This collected data, which may also contain personal data, is transmitted to a server of WiredMinds in Germany. If collected, IP addresses are anonymised by immediately deleting the last block of numbers. The data collected in this way will not be used to personally identify the visitor to our website without the separate consent of the visitor to our website. For more information about the purpose and scope of data collection and processing by WiredMinds, please visit <http://www.wiredminds.de/produkt/datenschutz-gutachten/>. On this page you will also find information on how the collection, processing and storage of data by WiredMinds can be objected to with future effect.

- **Integration of third-party services and content**

It may happen that third-party content, such as videos from YouTube, map material from Google Maps, RSS feeds or graphics from other websites, are incorporated into our web pages. This always assumes that the providers of this content (hereafter referred to as "third-party providers") are aware of the IP address of the users. The reason for this is that without the IP address, they could not send the content to the browser of the user concerned. The IP address is therefore required for the display of this content. We make every effort to use only such content whose respective providers use the IP address only for the delivery of the content. However, we have no influence on this if the third-party providers store the IP address, e.g. for statistical purposes. If we are aware of this, we inform the users about this.

5. Publication of job advertisements / Online job applications

Your application data will be collected and processed electronically by us for the purposes of handling the application process. If your application is followed by the conclusion of an employment contract, your transmitted data may be stored by us in your personnel file for the purposes of the usual organisational and administrative process in compliance with the relevant legal regulations. Pursuant to Section 26, paragraph 1, sentence 1 of the "Federal Data Protection Act (BDSG) new" in conjunction with Art. 88, paragraph 1 GDPR, data protection law permits the collection of the data required to establish the employment relationship. If you voluntarily provide us with information about yourself which goes beyond what is necessary, this is carried out within the framework of consent in accordance with Art. 6, paragraph 1, sentence 1 (a) of the GDPR. Within the framework of such processing, your data may be transferred to persons within our company, as well as service providers who are contractually bound and obliged to maintain secrecy and who perform partial tasks of data processing.

If your application is rejected, the data you have submitted will automatically be deleted two months after the notification of rejection. This does not apply if longer storage is necessary due to legal requirements (for example the burden of proof according to the General Equal Treatment Act) or if you have expressly agreed to longer storage in our database of potential customers (interested parties).

6. Affected rights

According to the General Data Protection Regulation (GDPR) you have the right to free information about your stored data. You also have the right to receive details of information for processing purposes, categories of the personal data which is being processed, recipients or categories of recipients to whom the personal data has been or will be disclosed (particularly in the case of recipients in third countries or international organisations), if possible the planned storage period of the personal data, a right to rectification, restriction (blocking) or deletion of this data, as well as the origin of the data. You also have the right of appeal to a supervisory authority. In addition, you have the right to revoke your declaration of consent under data protection law at any time. The revocation of consent will not affect the legality of the processing carried out on the basis of the consent until revocation.

7. Transferability of data

You have the right to receive the personal data which comes directly from you. Upon your explicit request, we will make this data available in a machine-readable and structured format. For this, proof of your identity is required.

8. Data security

Your personal data is transmitted over the Internet in encrypted form using TLS. We secure our website and other systems by technical and organisational measures against loss, destruction, access, modification or the distribution of your data by unauthorised individuals. Access to your customer account is only possible after you have entered your personal password. You should always keep your access information confidential and close the browser window when you have finished communicating with us – especially if you use a public computer or share the computer with others.

9. Deletion and Restriction (Blocking) of Personal Data

Your personal data will be deleted and restricted (blocked) after the purpose for which it is collected no longer applies, provided that it is no longer required for the fulfilment or initiation of the contract, taking into account retention periods based on laws and/or tax regulations.

10. Contact option

On our website we offer you the option of contacting us by E-mail and/or by means of a contact form. In this case, the details you provide will be stored for the purposes of processing your contact details. Your consent will be obtained for the processing of the data within the scope of the dispatch process and reference made to this Privacy Policy. Alternatively, you can contact us via

the E-mail address provided. In this case, the personal data of the user which is transmitted by E-mail will be stored. There is no disclosure to third parties. There is also no comparison of the data collected in this way with data that may be collected by other components of our site.

11. Further information and contacts / Party responsible

If you have any further questions on the topic of data protection, please contact us. If you have any questions regarding the collection, processing or use of your personal data, the information, correction, restriction (blocking) or erasure of data or the cancellation of consent that you have issued, please contact us:

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