

# **Data Protection Disclaimer**

# A. Contact details of the controller and our data protection officer

The controller within the meaning of Art. 4 (7) GDPR is the Kraus and Naimer Group with the companies assigned to it. An overview of the companies belonging to the group can be found at <u>www.krausnaimer.com</u>.

You can reach our data protection officer at dpo@krausnaimer.com.

# B. General remarks on personal data processing

# 1. Legal basis for processing

- Insofar as we require the consent of the person concerned of the data processing, Art. 6 (1) a) GDPR serves as the legal basis
- Art. 6 (1) b) GDPR serves as a legal basis for the processing of personal data required for the fulfilment of a contract for which the person concerned is the contracting party. This also applies to processing operations that are necessary for the implementation of pre-contractual measures.
- As far as a processing of personal data is necessary for the fulfilment of a legal obligation to which our company is subject, Art. 6 (1) c) GDPR serves as legal basis.
- If the processing is necessary to safeguard a legitimate interest of our company or a third party and if the interest, fundamental rights and fundamental freedoms of the person concerned do not outweigh the first-mentioned interest, Art. 6 (1) f) GDPR serves as the legal basis for the processing.

### 2. Storage period and deletion of data

The personal data of the data subject shall be deleted as soon as the purpose and/or legal basis of the storage no longer apply.

### 3. Transfer of data and recipients

Personal data will only be disclosed to recipients to the extent necessary for the processing:

- We are obliged to disclose personal data if this is necessary for compliance with laws, for the purpose of criminal prosecution or to comply with court orders.
- We cooperate with external partners within the framework of order data processing in accordance with Art. 28 GDPR. These are carefully selected by us and contractually bound according to the requirements of the GDPR and are checked if necessary.
- The data may be processed within the group for administrative purposes.

Personal data will only be transferred to countries outside the EU-EEA if:

- an adequacy decision in accordance with Art. 45 GDPR is available for this third country, or
- appropriate data protection measures have been legally bindingly agreed with the recipient of the data, a copy of which may be requested from the Data Protection Officer's contract address, or
- the data subject has consented to the transfer of the data, or
- we are entitled to the transmission for another reason according to Art. 49 GDPR.

# C. Processing details: provision of the website

# 1. Description and scope of data processing

Each time you access our website, our website systems automatically process data and information from the accessing computer.

The following data is essentially collected:



- Information about the browser type and the version used,
- the operating system of the user,
- the Internet service provider of the user,
- the IP address of the user,
- date and time of access,
- websites from which the user's system accesses our website,
- web pages that are accessed by the user's system via our website.

These data are not stored together with other personal data of the user.

### 2. Legal basis and purpose of processing

Legal basis for the storage of the data and the log files is our justified interest according to Art. 6 (1) f) GDPR.

Temporary storage of the IP address by the system is necessary to enable the website to be displayed to the user. For this purpose, for example, the IP address of the user must be processed for the duration of the session.

The processing also takes place in order to ensure the functionality of the website. The data is also used to optimize the website and to ensure the security of our information technology systems.

### 3. Storage period

Data relating to the provision of the website will be deleted after the end of the visit to our website. If the data is stored in log files, this is the case after ten days at the latest.

According to Art. 11 GDPR, further storage is possible after anonymization. In this case, the IP addresses of the users are alienated in such a way that an assignment of the calling client is no longer possible.

### 4. Possibilities to object

The collection of data for the provision of the website and the storage of data in log files is mandatory for the operation of the website.

Consequently, there is no possibility for the user to object.

### D. Processing details: use of cookies and plugins

### 1. Description and scope of processing

Our website uses cookies. Cookies are text files that are stored in the Internet browser or by the Internet browser on the user's computer system. When a user visits a website, a cookie can be stored on the user's operating system. This cookie contains a characteristic string of characters that enables the browser to be uniquely identified when the website is called up again.

A detailed explanation of cookies and how they work can be found on the "all about cookies" website at: <u>http://www.allaboutcookies.org/</u>

We analyze the use of our website with the open source web analysis tool Matomo (formerly Piwik). For this purpose, however, the automatically collected IP addresses are anonymized before the analysis. All analyses created are therefore based on anonymized data records and no person-related evaluation takes place.



We use cookies to make our website more user-friendly. Some elements of our website require that the calling browser can be identified even after a page change. The following data is stored and transmitted in the cookies:

- language settings
- log-in information

We also use the following types of cookies and similar technologies on our website, which enable us to analyse the surfing behaviour of users:

• Matomo; Detailed information on the terms of use and privacy policy of Matomo can be found at: <u>https://matomo.org/privacy-policy</u>

The user data collected in this way is anonymized by technical precautions. It is therefore no longer possible to assign the data to the calling user. The data are not stored together with other personal data of the user.

Furthermore, plugins of the following social networks are integrated on our website:

- Youtube; Detailed information to the terms of use as well as the data security explanation of Youtube receive you under: <u>https://policies.google.com/privacy?hl=en</u>
- LinkedIn and Linkedin Insight Tag; For detailed information on LinkedIn's terms of use and privacy policy, please visit: <u>https://www.linkedin.com/legal/privacy-policy</u>
- Facebook; Detailed information on the terms of use and privacy policy of Facebook can be found at: <u>https://www.facebook.com/privacy/explanation</u>
- Instagram; For detailed information on Instagram's terms of use and privacy policy, please visit: <u>https://help.instagram.com/519522125107875</u>
- Xing; Detailed information on the Terms of Use and Xing's Privacy Policy can be found at: <u>https://privacy.xing.com/en/privacy-policy</u>

If the user activates the plugin while logged in to the social network account, the content of our website can be linked to the respective profile, thus enabling the social network to assign the visit to our website to the user account of the person concerned.

We expressly point out that we are not aware of the content of the transmitted data, as well as their use by the social network.

When calling up our website, users are informed by an information banner about the use of cookies for analysis purposes and referred to this data protection declaration. In this context, there is also an indication as to how the storage of cookies in the browser settings can be prevented.

# 2. Legal basis and scope of processing

The legal basis for the processing of personal data using technically necessary cookies and for the processing of personal data using cookies for analysis purposes is a legitimate interest of our company pursuant to Art. 6 (1) f) GDPR.

The legal basis for the processing of personal data using cookies for analysis purposes and plugins is Art. 6 (1) a) GDPR if the user has given his consent.

# 3. Storage period

Cookies are stored on the user's computer and transmitted to our site by the user. Therefore, you as a user have full control over the use of cookies. You can deactivate or restrict the transmission of cookies by changing the settings in your Internet browser. Cookies that have already been saved can be deleted at any time. This can also be done automatically.

The transmission of Flash cookies cannot be prevented via the browser settings, but by changing the settings of the Flash Player.



#### 4. Possibilities to object

The use of cookies can be prevented by the affected user himself at any time.

### E. Processing details: Newsletter

#### 1. Description and scope of processing

You can subscribe to a free newsletter on our website. When registering for the newsletter, the data from the input mask will be transmitted to us. These are essentially your contact details.

In addition, the following data is collected during registration:

- IP address of the calling computer
- date and time of registration

Your consent will be obtained for the processing of your data during the registration process and reference will be made to this data protection declaration.

If the user purchases goods or services on our website and deposits his e-mail address, this can subsequently be used by us to send a newsletter.

#### 2. Legal basis and scope of processing

Legal basis for the processing of the data after registration to the newsletter by the user is with presence of a consent of the user Art. 6 (1) a) GDPR.

Legal basis for the dispatch of the newsletter as a result of the sale of goods or services is a legitimate interest of our company according to Art. 6(1) f) GDPR.

The collection of the personal data of the user serves to deliver the newsletter and to inform existing customers about innovations and information of the responsible person.

#### 3. Storage period

The data will be deleted as soon as they are no longer necessary to achieve the purpose for which they were collected. The user's e-mail address will therefore be processed for sending the newsletter until the user objects to the processing or withdraws his consent.

#### 4. Possibilities to object

The subscription of the newsletter can be cancelled by the affected user at any time. For this purpose, each newsletter contains a corresponding note. You can also contact the data protection officer at any time.

### F. Processing details: registration and use of the eSwitch

### 1. Description and scope of processing

On our website, we offer users the opportunity to register by providing personal data in order to use the function of the eSwitch. The data is entered into an input mask and transmitted to us and stored.

These are essentially the contact data and the access data according to the input mask as well as the IP address of the user and the date and time of registration.

2. Legal basis and scope of processing



The legal basis for the processing of the data is Art. 6 (1) a) GDPR if the user has given his consent.

If the registration serves the fulfilment of a contract or the execution of pre-contractual measures, then the legal basis for the processing of the data is Art. 6(1) b GDPR.

The user must register in order to use the eSwitch on our website.

### 3. Storage period

The data will be deleted as soon as they are no longer necessary for achieving the purpose.

For the data collected during the registration process for the fulfilment of a contract or for the implementation of pre-contractual measures, this is the case when there is no longer any legality for the storage.

# 4. Possibilities to object

The user has the possibility to deactivate the user account at any time by requesting our data protection officer.

The person concerned can adjust and change the contact data in the user account at any time.

# G. Processing details: establishment of contact

# 1. Description and scope of data processing

Electronic contact is possible via the e-mail address provided by us. In this case, the personal data of the user transmitted with the e-mail and the contents of the correspondence will be processed.

### 2. Legal basis and purpose for data processing

The legal basis for the processing of data transmitted in the course of an e-mail is a legitimate interest of our company pursuant to Art. 6 (1) f) GDPR.

Depending on the content of the correspondence and your request, the e-mail aims at the conclusion of a contract, so additional legal basis for the processing is for example Art. 6 (1) b) GDPR.

The processing of the personal data in the context of an E-Mail contact serves for the treatment of the correspondence and your request.

### 3. Duration of the storage

The data will be deleted as soon as they are no longer necessary to achieve the purpose for which they were collected.

If the data are used to fulfil a contract or to carry out pre-contractual measures, this is the case when there is no longer any legality for the storage.

# 4. Possibilities to object

In the event of an objection, the correspondence cannot be continued.

### H. Rights of the data subjects

The user has the right to obtain information on the personal data concerned as well as the right to correction, deletion, limitation or opposition and the right to data transfer. He can exercise his right with our data protection officer, who will check and process this request.



# I. Right of appeal to the supervisory authority

The user can assert his right of complaint at any time vis-à-vis our competent supervisory authority.

### J. Changes to the data protection declaration

Our business operations are subject to constant change and this data protection declaration will be updated from time to time. In this case, we will publish the updated data protection declaration with the new version date in the last line.

In the event of continued use, we assume that this new version has been accepted by the user.

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