### **Contact data of the Company:**

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# **Data Privacy Policy**

Our website may be used without entering personal information. Different rules may apply to certain services on our site, however, and are explained separately below. We collect personal information from you (e.g. name, address, email address, telephone number, etc.) in accordance with the provisions of German data protection statutes. Information is considered personal if it can be associated exclusively to a specific natural person. The legal framework for data protection may be found in the German Federal Data Protection Act (BDSG), the Telemedia Act (TMG) and the General Data Protection Regulation (GDPR). The provisions below serve to provide information as to the manner, extent and purpose for collecting, using and processing personal information by the provider.

Please be aware that data transfer via the internet is subject to security risks and, therefore, complete protection against third-party access to transferred data cannot be ensured.

#### Information/Cancellation/Deletion

On the basis of the Federal Data Protection Act, you may contact us at no cost if you have questions relating to the collection, processing or use of your personal information, if you wish to request the correction, blocking or deletion of the same, or if you wish to cancel explicitly granted consent. Please note that you have the right to have incorrect data corrected or to have personal data deleted, where such claim is not barred by any legal obligation to retain this data.

#### **Server Data**

For technical reasons, data such as the following, which your internet browser transmits to us or to our web space provider (so called server log files), is collected: - type and version of the browser you use - operating system - websites that linked you to our site (referrer URL) - websites that you visit - date and time of your visit - your Internet Protocol (IP) address. This anonymous data is stored separately from any personal information you may have provided, thereby making it impossible to connect it to any particular person. The data is used for statistical purposes in order to improve our website and services.

# **Contacting Us**

On our website we offer you the opportunity to contact us by email. In such event, information provided by the user is stored for the purpose of facilitating communications with the user. No data is transferred to third parties. Nor is any of this information matched to any information that may be collected by other components of our website.

### Publication of vacancy announcements / job applications

We electronically collect and process your application data for the purpose of completing the application process. If your application results in the conclusion of an employment contract, the data collected from you may be stored in your personnel file for purposes of normal organizational and administrative processes in compliance with appropriate legal requirements. Upon rejection of your application, data you have provided is automatically deleted two months after notification of rejection. This does not apply in such instances where, due to legal requirements (such as the burden of proof obligation stipulated in the Equal Treatment Act) a longer storage period is necessitated or when you expressly agreed to have your data stored for a longer period in our database of prospective applicants.

## **Use of Google Maps**

We use the "Google Maps" component of Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043 USA, hereinafter "Google." Google sets a cookie in order to process the user configuration and data when the page with the integrated "Google Maps" component is displayed. As a general rule, this cookie is not deleted by closing the browser, but rather expires after a certain time, as long as it is not previously manually deleted by you. If you do not agree with this processing of your data, you may choose to deactivate the "Google Maps" service and thereby prevent the transfer of data to Google. To do this, you must deactivate the Java Script function in your browser. However, we would like to point out that in this case you will not be able to use "Google Maps" or at least only to a limited extent.

The use of "Google Maps" and the information obtained through "Google Maps" is according to Google's Terms of Use http://www.google.de/intl/de/policies/terms/regional.html

as well as the additional Terms and Conditions for "Google Maps" https://www.google.com/intl/de\_de/help/terms\_maps.html.

This preliminary version of the privacy policy will remain in effect until the final version has been legally verified.

Kreft & Röhrig GmbH, Troisdorf, May 2018