

## Acceptance of Data Processing

### Privacy statement

We are pleased that you are visiting this homepage and would like to thank you for your interest in the offered services. The trust you have placed in us is very important for us and commits us to handle your data carefully and protect them against misuse.

We want you to feel safe and comfortable when you visit our website. Therefore, we take the protection of your personal data and their confidential handling very seriously. Thus we act in accordance with applicable legislation concerning the protection of personal data and data security.

The use of the websites of the company ASP Dichtstoffe GmbH (in short: "ASP") shall be possible in general without providing personal data. Provided that a data subject intends to use particular services of our company via our website, the processing of personal data could become necessary. If the processing of personal data is necessary and there is no legal basis for such processing, we will generally obtain the consent of the data subject.

The processing of personal data, such as name, address, e-mail address or telephone number of a data subject shall always comply with the General Data Protection Regulation and the country-specific data protection regulations applicable to ASP. With this privacy statement our company wishes to inform the public about the kind, scope and purpose of the personal data collected, used and processed by us. Moreover, data subjects shall be informed by this Privacy Statement about the rights given to them.

ASP, as the controller responsible for the processing, has implemented numerous technical and organizational measures to assure most effectively the protection of the processed personal data. Nevertheless, web-based data transfers might be subject to security holes, which means that absolute protection cannot be assured.

### 1. Definitions

The privacy statement of ASP is based on the notions used by the European directive and regulation legislator for the adoption of the General Data Protection Regulation (GDPR). Our privacy statement should be legible and understandable for the general public, as well as our customers and business partners. To ensure this, we would like to first explain the terminology used.

In this Privacy Statement, we use, inter alia, the following terms:

- a) Personal data

Personal data means all information relating to an identified or identifiable natural person (hereinafter referred to as “data subject”). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier, such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

- b) Data subject

Data subject is any identified or identifiable natural person, whose personal data is processed by the controller.

- c) Processing

Processing means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, deletion or destruction.

- d) Restriction of processing

Restriction of processing is the marking of stored personal data with the aim of limiting their processing in the future.

- e) Profiling

Profiling means any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person, in particular to analyze or predict aspects concerning that natural person’s performance at work, economic situation, health, personal preferences, interests, reliability, behavior, location or movements.

- f) Pseudonymization

Pseudonymization is the processing of personal data in such a manner that the personal data can no longer be attributed to a specific data subject without the use of additional information, provided that such additional information is kept separately and is subject to technical organizational measures to ensure that the personal data are not attributed to an identified or identifiable natural person.

- g) Controller or controller responsible for the processing

Controller or controller responsible for the processing is a natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law.

- h) Processor

Processor is a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.

- i) Recipient

Recipient is a natural or legal person, public authority, agency or other body, to which personal data are disclosed, whether a third party or not. However, public authorities which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients.

- j) Third party

Third party is a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorized to process personal data.

- k) Consent

Consent of the data subject is any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.

## **2. Name and address of the controller responsible for processing**

Controller for the purposes of the General Data Protection Regulation, other data protection laws applicable in Member states of the European Union and other provisions related to data protection is:

ASP Dichtstoffe GmbH

Represented by the CEO Alexandre Mäder

Schwabenstrasse 50

D86836 - Untermeitingen

Deutschland

Tel.: +49 8232 96940

E-Mail: [info@asp-dicht.com](mailto:info@asp-dicht.com)

### 3. Name and address of the data protection officer

The data protection officer of the controller responsible for processing is:

Frau Anja Ruf

Schwabenstrasse 50

D86836 - Untermeitingen

Deutschland

Tel.: +49 8232 96940

E-Mail: [info@asp-dicht.com](mailto:info@asp-dicht.com)

Every data subject may directly contact our data protection officer at any time in the case of queries and suggestions.

### 4. Cookies

The websites of ASP use cookies. Cookies are text files that are stored in a computer system via an Internet browser.

Many websites and servers use cookies. Many cookies contain a so-called cookie ID. A cookie ID is a unique identifier of the cookie. It consists of a character string through which websites and servers can be assigned to the specific Internet browser in which the cookie was stored. This allows accessed websites and servers to differentiate the individual browser of the data subject from other Internet browsers that contain other cookies. A specific Internet browser can be recognized and identified using the unique cookie ID.

Through the use of cookies ASP can provide the users with more user-friendly services that would not be possible without the cookie setting.

By means of a cookie, the information and offers on our website can be optimized with the user in mind. Cookies allow us, as previously mentioned, to recognize our website users. The purpose of this recognition is to make it easier for users to utilize our website. The user of a website that uses cookies, e.g. does not have to enter access data each time the website is accessed, because this is taken over by the website, and the cookie is thus stored on the user's computer system.

The data subject may, at any time, prevent the setting of cookies through our website by means of a corresponding setting of the Internet browser used, and may thus permanently deny the setting of cookies. Furthermore, cookies already set may be deleted at any time via an Internet browser or other software programs. This is possible in all popular Internet browsers. If the data subject disables the setting of cookies in the Internet browser used, it can happen that not all functions of our website can be used to the full extent.

## **5. Collection of general data and information (log files) when using the website**

The website of ASP collects a series of general data and information when a data subject or automated system calls up the website. These general data and information are stored in the server log files. The following data may be collected

- (1) The browser types and versions used,
- (2) The operating system used by the accessing system,
- (3) The website from which an accessing system reaches our website (so-called referrers),
- (4) The sub-websites, which are driven via an accessing system on our website,
- (5) The date and time of access to the website,
- (6) An Internet protocol address (IP address),
- (7) The Internet service provider of the accessing system,
- (8) Data and information used in the event of attacks on our information technology systems.

When using these general data and information ASP does not draw any conclusions about the data subject. Rather, this information is needed to

- (1) deliver the content of our website correctly,
- (2) optimize the content of our website, as well as carry out advertising and marketing campaigns,

(3) ensure the long-term viability of our information technology systems and website technology, as well as

(4) provide law enforcement authorities with the information necessary for criminal prosecution in the case of a cyber attack.

Therefore, ASP analyzes anonymously collected data and information statistically, with the aim of increasing the data protection and data security of our enterprise, and to ensure an optimal level of protection for the personal data we process. The anonymous data of the server log files are stored separately from all personal data provided by a data subject.

## **6. Registration on our website, use of contractual services and career portal**

You may register in our website by providing personal data and use the services of ASP. The respective input mask used for the registration and in the framework of rendering the services determines the personal data transferred to us.

The personal data entered by the data subject shall be exclusively collected and stored for rendering the contractual services, for advertising and marketing campaigns, as well as for the internal use by the controller responsible for processing and internal purposes. We can initiate the disclosure to one or several processors who will also use the personal data exclusively for internal use to be assigned to us.

Furthermore, by registration in our website

- (1) the IP address of the data subject assigned by the Internet Service Provider (ISP)
- (2) the date, as well as
- (3) the time of registration is stored.

These data are stored on the basis that this is the only way to prevent the misuse of our services, and these data enable the investigation of committed crimes, if necessary. In this respect the storage of these data is necessary for protecting the controller responsible for the processing. As a general rule, these data shall not be disclosed to a third party, unless there is a legal obligation to do so or the disclosure is for prosecution purposes.

The registration of the data subject by the voluntary indication of personal data is for offering the data subject contents or services which may only be offered to registered users due to the nature of things. Registered users shall be free to amend personal data entered into with the registration or have these entirely deleted from our data stock at any time.

The personal data transferred in the framework of an application will be used by ASP exclusively for the processing of the application for the advertised position. Only those

persons involved in the application process shall become aware of the data. All staff members entrusted with data processing shall be obliged to keep the data confidential. A profile is created on the applicant portal of ASP when an application is made. The application will be stored there for the term of three years following the application process for other job advertisements. This portal can be accessed by all companies belonging to the ASP.

At any time upon request we will inform every data subject about the personal data of the data subject that have been stored. Moreover, we will correct or delete personal data and applicant profiles upon request or information by the data subject, provided that legal retention obligation does not object.

## **7. Contact possibilities via the website**

Due to legal provisions the website of ASP contains information enabling quick electronic contact to our enterprise, as well as direct communication with us. This also includes a general address of the so-called electronic mail (e-mail address). If a data subject contacts us by e-mail or via a contact form, the personal data transmitted by the data subject are automatically stored. Such personal data transmitted on a voluntary basis by a data subject to the controller responsible for processing are stored for the purpose of processing the inquiry or contacting the data subject, as well as for carrying out advertising or marketing campaigns.

## **8. Routine deletion and blocking of personal data**

We process and store the personal data of the data subject only for the period necessary to achieve the purpose of storage, or as far as this is granted by the European directive and regulation legislator or other legislators in laws or regulations to which the controller responsible for processing is subject to.

If the storage purpose is not applicable, or if a storage period prescribed by the European directive and regulation legislator or another competent legislator expires, the personal data are routinely blocked or deleted in accordance with legal requirements.

## **9. Rights of the data subject**

- a) Right to confirmation

Each data subject shall have the right granted by the European directive and regulation legislator to obtain from the controller responsible for processing the confirmation whether or not personal data concerning him or her are being processed. If a data subject wishes to avail himself or herself of this right of confirmation, he or she may, at any time, contact any staff member or the controller responsible for processing.

- b) Right of access

Each data subject affected by the processing of personal data shall have the right granted by the European directive and regulation legislator to obtain at any time and free of charge from the controller responsible for processing information about his or her personal data stored and a copy of this information. Furthermore, the European directive and regulation legislator has granted the data subject access to the following information:

- the purposes of processing
- the categories of personal data processed
- the recipients or categories of recipients to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organizations
- where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period
- the existence of the right to request the controller for rectification or deletion of personal data, or restriction of processing of personal data concerning the data subject, or to object to such processing
- the existence of the right to lodge a complaint with a supervisory authority
- where the personal data are not collected from the data subject: any available information as to their source
- the existence of automated decision-making, including profiling, referred to in Article 22(1) and (4) GDPR and - at least in those cases - meaningful information about the logic involved, as well as the significance and envisaged consequences of such processing for the data subject

Furthermore, the data subject shall have a right to obtain information as to whether personal data were transferred to a third country or to an international organization. Where this is the case, the data subject shall have the right to be informed of the appropriate safeguards relating to the transfer.

If a data subject wishes to avail himself or herself of this right of access, he or she may, at any time, contact any employee of the controller responsible for processing.

- c) Right to rectification

Each data subject shall have the right granted by the European directive and regulation legislator to obtain without undue delay the rectification of inaccurate personal data concerning him or her. Taking into account the purposes of the processing, the data subject shall have the right to have incomplete personal data completed, including by providing a supplementary statement.

If a data subject wishes to avail himself or herself of this right of rectification, he or she may, at any time, contact any employee of the controller responsible for processing.

- d) Right to deletion (“right to be forgotten”)

Each data subject shall have the right granted by the European directive and regulation legislator to obtain from the controller the deletion of personal data concerning him or her without undue delay, where one of the following grounds applies, insofar as the processing is not necessary:

- The personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed.
- The data subject withdraws consent to which the processing is based according to Article 6(1) lit. a GDPR, or Article 9(2) lit. a GDPR, and where there is no other legal ground for the processing.
- The data subject objects to the processing pursuant to Article 21(1) GDPR and there are no overriding legitimate grounds for the processing, or the data subject objects to the processing pursuant to Article 21(2) GDPR.
- The personal data have been unlawfully processed.
- The personal data must be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject.
- The personal data have been collected in relation to the services offered by the information society referred to in Article 8(1) GDPR.

If one of the aforementioned reasons applies, and a data subject wishes to request the deletion of personal data stored by ASP, he or she may, at any time, contact any employee of the controller responsible for processing. The ASP employee shall promptly ensure that the deletion request is complied with immediately.

Where ASP has made personal data public and our enterprise, as controller, is obliged pursuant to Article 17(1) GDPR to delete the personal data, ASP, in consideration of available technology and the cost of implementation, shall take reasonable steps, including technical measures, to inform other data controllers processing the personal data that the data subject has requested the deletion by such controllers of any links to, or copy or replication of, those personal data, as far as processing is not required. The ASP employee will arrange the necessary measures on a case-by-case basis.

The right to deletion shall not exist when processing is necessary

- (1) for exercising the right of free expression and information;
- (2) for compliance with a legal obligation requiring processing according to Union or Member State law the controller is subject to or for the performance of a task in the public interest or for exercising official authority to which the controller was delegated;
- (3) for reasons of public interest in the public health sector pursuant to Art. 9(2) lit. h and i, as well as Art. 9(3) GDPR;

(4) for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes pursuant to Art. 89(1) GDPR, if and to the extent to which deletion would probably rule out or seriously impair the realization of the objectives of such processing, or

(5) for asserting, exercising or defending legal claims.

e) Right to restriction of processing

Each data subject shall have the right granted by the European directive and regulation legislator to obtain from the controller restriction of processing where one of the following applies:

- The accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data.
- The processing is unlawful and the data subject opposes the erasure of the personal data and requests instead the restriction of their use instead.
- The controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the assertion, exercise or defense of legal claims.
- The data subject has objected to processing pursuant to Article 21(1) GDPR pending the verification whether the legitimate grounds of the controller override those of the data subject.

If one of the aforementioned reasons applies, and a data subject wishes to request the restriction of personal data stored by ASP, he or she may, at any time, contact any employee of the controller responsible for processing. The ASP employee will arrange the restriction of processing.

- f) Right to data portability

Each data subject shall have the right granted by the European directive and regulation legislator, to receive the personal data concerning him or her, which was provided by the data subject to a controller, in a structured, commonly used and machine-readable format. He or she shall have the right to transmit those data to another controller without hindrance from the controller to which the personal data were provided, as long as the processing is based on consent pursuant to Art. 6(1) lit. a GDPR or Art. 9(2) lit. a GDPR, or on a contract pursuant to Art.6(1) lit. b GDPR, and the processing is carried out by automated means, as long as the processing is not necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Furthermore, in exercising his or her right to data portability pursuant to Article 20(1) GDPR, the data subject shall have the right to have personal data transmitted directly from one

controller to another, where technically feasible and when doing so does not adversely affect the rights and freedoms of others.

In order to assert the right to data portability, the data subject may at any time contact any employee of ASP.

g) Right to object

Each data subject shall at any time have the right granted by the European directive and regulation legislator to object, on grounds relating to his or her particular situation to the processing of personal data concerning him or her, which is based on Art. 6(1) lit. e or f GDPR. This also applies to profiling based on these provisions.

If you object to processing, your personal data will no longer be processed by ASP, unless we are able to prove compelling legitimate reasons for the processing that override the interests, rights and freedoms of the data subject or the processing is for asserting, exercise or defense of legal claims.

If ASP processes personal data for direct marketing purposes, the data subject shall have the right to object at any time to the processing of personal data concerning him or her for such marketing. This applies to profiling to the extent that it is related to such direct marketing. If the data subject objects to processing for direct advertising, ASP will no longer process the personal data for these purposes.

In addition, the data subject shall have the right, on grounds relating to his or her particular situation, to object to the processing of personal data concerning him or her by ASP for scientific or historical research purposes, or for statistical purposes pursuant to Art. 89(1) GDPR, unless the processing is necessary for the performance of a task carried out for reasons of public interest.

In order to exercise the right to object, the data subject may directly contact any employee of ASP or another employee. In addition, the data subject is free in the context of the use of information society services, and notwithstanding Directive 2002/58/EC, to use his or her right to object by automated means using technical specifications.

h) Automated individual decision-making, including profiling

Each data subject shall have the right granted by the European directive and regulation legislator not to be subject to a decision based solely on automated processing - including profiling - which produces legal effects concerning him or her, or similarly significantly affects him or her, as long as the decision (1) is not necessary for entering into, or fulfilling a contract between the data subject and the controller, or (2) is authorized by legal provisions of Union or Member State law to which the controller is subject and which also lays down suitable

measures to safeguard the data subject's rights and freedoms and legitimate interests, or (3) is based on the data subject's explicit consent.

If the decision (1) is necessary for entering into, or fulfilling a contract between the data subject and the controller, or (2) it is based on the data subject's explicit consent, ASP shall implement suitable measures to safeguard the data subject's rights and freedoms and legitimate interests, at least the right to obtain human intervention on the part of the controller, to express his or her point of view and contest the decision.

If a data subject wishes to exercise the rights concerning automated individual decision-making, he or she may, at any time, contact any employee of the controller responsible for processing.

i) Right to withdraw data protection consent

Each data subject shall have the right granted by the European directive and regulation legislator to withdraw his or her consent to the processing of his or her personal data at any time.

If a data subject wishes to exercise the right to withdraw the consent, he or she may, at any time, contact any employee of the controller responsible for the processing.

j) Right to lodge a complaint with a supervisory authority

Without prejudice to any other administrative or judicial remedy, every data subject shall have the right to lodge a complaint with a supervisory authority, in particular in the Member State of his or her habitual residence, place of work or place of the alleged infringement if the data subject considers that the processing of personal data relating to him or her infringes upon GDPR.

The supervisory authority with which the complaint has been lodged shall inform the complainant on the progress and the outcome of the complaint including the possibility of a judicial remedy pursuant to Art. 78 GDPR.

## **10. Data protection regulations as to the application and use of Google Analytics (with anonymization function)**

The controller responsible for processing has integrated the Google Analytics component (with anonymization function) in this website. Google Analytics is a web analysis service. Web analysis is the acquisition, collection and evaluation of data on the behavior of visitors of websites. A web analysis service collects data from which website the data subject has accessed a website (so-called referrers), which sub-pages of the website were accessed or how often and for how long a sub-page was viewed. A web analysis is mainly used for optimizing a website and for the cost-benefit analysis of web marketing.

The operating company of the Google Analytics component is Google Inc. 1600 Amphitheatre Pkwy, Mountain View, CA 94043-1351, USA.

The controller responsible for processing uses the add-on “\_gat.\_anonymizelp” for web analysis via Google Analytics. By means of this add-on the IP address of the connection to the Internet of the data subject is abbreviated by Google and anonymized, if our websites are accessed by a member state of the European Union or another state party to the Agreement on the European Economic Area.

The purpose of the Google Analytics component is the analysis of the flow of visitors of our website. Google uses inter alia the collected data and information to evaluate the use of our website, to compile online reports for us indicating the activities on our websites, and to render further services related to the use of our website.

Google Analytics sets a cookie into the IT system of the data subject. The meaning of cookies was already explained above. Via cookies Google is enabled to analyze the use of our website. Every single access to one of the individual pages of this website which is operated by the controller responsible for processing and into which a Google Analytics component has been integrated, the Internet browser in the IT-system of the data subject is automatically prompted by the respective Google Analytics component to transfer data to Google for the purpose of an online analysis. In the context of this technical process Google will obtain knowledge of personal data, such as the IP address or the data subject which serve to enable Google to trace the origin of the visitors and clicks and subsequently enable commission settlements.

By means of the cookie personal information, such as the time of access, the location from which the access was made and the access frequency of our website by the data subject will be stored. Every time our websites are accessed these personal data, including the IP address of the Internet connection of the data subject will be transferred to Google in the United States of America. These personal data are stored by Google in the United States of America. If need be, Google will disclose the personal data collected via the technical process to a third party.

The data subject may, at any time, prevent the setting of cookies through our website by means of a corresponding setting of the Internet browser used, and may thus permanently deny the setting of cookies. Such a setting of the Internet browser used would also prevent that Google sets a cookie in the IT system of the data subject. Moreover, a cookie already set by Google Analytics can be deleted at any time via the Internet browser or other software programs.

Moreover, the data subject shall be able to object to and prevent the collection of data generated by Google Analytics, related to the use of this website, as well the processing of these data by Google. For this the data subject must download and install a browser add-on via the link <https://tools.google.com/dlpage/gaoptout>. This browser add-on informs Google Analytics via JavaScript that no data or information as to accesses of websites may be

transmitted to Google Analytics. The installation of the browser add-on is considered by Google as an objection. If the IT-system of the data subject is deleted, formatted or reinstalled at a later stage, the data subject must reinstall the browser add-on to disable Google Analytics. Provided that the browser add-on has been disabled or deactivated by the data subject or another person to be assigned to his or her sphere of influence, the browser add-on may be reinstalled or reactivated.

Further information and the applicable data protection regulations of Google can be retrieved under <https://www.google.de/intl/de/policies/privacy/> and

<http://www.google.com/analytics/terms/de.html>. Google Analytics provides detailed information under this link [https://www.google.com/intl/de\\_de/analytics/](https://www.google.com/intl/de_de/analytics/).

## 11. google +1 (Google Plus)

The plug-in “google+1” (Google Plus) has been integrated in the ASP website. This is provided and operated by Google Inc. It can be identified via the button with “+1” on a white background.

When accessing a website of the ASP web presence containing such a plug-in, the browser generally establishes a direct connection to the Google servers in the USA, which in turn will transfer the content of the plug-in to the browser of the data subject and be integrated by it into the displayed website. Hereby the information that the data subject has accessed the ASP website is forwarded to Google.

Provided that you are logged-in via your personal user account at Google Plus or Google while accessing our website, Google can assign the website access to this account. By interaction with plug-ins, e.g. by clicking the button or posting a comment this respective information is directly transferred to Google and stored there, If you wish to prevent such data transfer, you must log out from your Google Plus or Google account before accessing our website.

We have no control over the scope and content of the data Google will collect via the button. We assume that the IP address of the data subject is collected and transferred. Information on the purpose, scope and utilization of the data collection by Google Inc. can be gathered by the data subjects from the privacy notices of Google Inc. This website can be found under the URL <http://www.google.com/intl/de/+policy/+1button.html>

## 12. YouTube

This website contains at least one plug-in of YouTube, belonging to Google Inc., USA. Once you access pages of our website equipped with a YouTube plug-in, a connection to the YouTube servers will be established. In this context the YouTube server will be informed what specific page of our website was accessed by you. If you logged in on your YouTube account as well, you would enable YouTube to allocate your browsing behavior directly to your personal

profile. You can exclude this allocation possibility, if you log out from your account beforehand. Further information on the collection and use of your data by YouTube can be had in the privacy notes under [www.youtube.com](http://www.youtube.com).

### **13. Legal bases of processing**

Art. 6 I lit. a GDPR shall be the legal basis for processing for which we obtain the consent for a certain processing purpose. If the processing of personal data for the performance of a contract the data subject is party to, as for instance with processing operations required for the supply of goods or rendering another service or return service, processing shall be based on Art. 6 I lit. b GDPR. The same shall be applicable for processing operations required for the performance of pre-contractual measures, for instance in the case of queries regarding our products or services. If our company is subject to a legal obligation requiring the processing of personal data, such as the compliance with tax duties, the processing shall be based on Art. 6 I lit. c. GDPR. In rare cases, processing of personal data may become necessary to protect vital interests of the data subject or another natural person. This would for instance be the case if a visitor is injured in our company and as a result his or her name, age, health insurance data or other vital information would have to be forwarded to a physician, hospital or another third party. Then the processing would be based on Art. 6 I lit. d GDPR. In the end the processing operations could be based on Art. 6 I lit. f GDPR. Processing operations not covered by any of the aforementioned legal grounds are based on this basis if the processing is necessary to protect a vital interest of our company or a third party, unless interests, fundamental rights and fundamental freedom of the data subject prevail. We are entitled to such processing operations because they are explicitly mentioned by the European legislator. In this regard the latter's opinion was that a legitimate interest could be assumed, if the data subject is a customer of the controller (recital 47 sentence 2 GDPR).

### **13. Legitimate interests in the processing pursued by the controller or a third party**

If the processing of personal data is based on Article 6 I lit. f GDPR, our legitimate interest will be the performance of our business activities in favor of the welfare of our staff members and our shareholders.

### **14. Storage period of personal data**

The criterion for the storage period of personal data shall be the respective legal retention period. Upon expiry of the period the respective data shall be routinely deleted, provided that they are no longer necessary for the performance of the contract or contract initiation.

## **15. Legal or contractual provisions for the provision of personal data; necessity for the conclusion of a contract; obligation of the data subject to provide personal data; possible consequences of a non-provision**

We inform you that the provision of personal data is partly prescribed by law (e.g. tax regulations) or may be a result of contractual provisions (e.g. information on the contractual partner). From time to time it may be necessary for the conclusion of a contract that a data subject provides us with personal data which subsequently must be processed by us. The data subject shall be obliged to provide personal data, if our company enters into a contract with him or her. The non-provision of personal data would mean that the contract with the data subject cannot be concluded. Prior to the provision of personal data by the data subject the latter must contact one of our staff members. Our staff member informs the data subject on a case-by-case basis whether the provision of personal data is prescribed by law or contract or necessary for the conclusion of the contract, whether there is an obligation to provide personal data and what consequences would have to be expected if personal data are not provided.

## **16. Existence of automated decision-making**

As a responsible company we waive automated decision-making or profiling.