

Privacy Statement

1. Data protection - a summary

General information

The following information contains a simple summary of what happens to your personal data when you visit our website. Personal information is any data that can be used to personally identify you. For detailed information on data protection, please see our Privacy Statement provided below.

The collection of data on our website

Who is responsible for the data collection performed on this website?

The data collected on this website are processed by the website operator. The operator's contact details can be found in the legal notice for this website.

How do we collect your data?

Some of your data is collected when you provide this to us. This may be data that you enter into a contact form, for example.

Other data are collected automatically by our IT systems during your visit to our website. This mainly involves technical data (such as your internet browser, operating system or when you accessed the online page). These data are collected automatically once you have entered our website.

What do we use your data for?

Part of the data is collected to ensure the proper functioning of the website. Other data may be used to analyse your browsing behaviour.

What rights do you have regarding your data?

You have the right, at any time and at no charge, to request information about your stored data, their origins, its recipients, and the purpose of collection. You also have the right to request that these data be rectified, blocked, or deleted. You can contact us, at any time, at the address set out in our legal notice if you have any questions on the issue of data protection. In addition, you may also file a complaint with the competent regulatory authority.

Moreover, under certain circumstances, you have the right to demand the restriction of the processing of your personal data. For details, please consult the Privacy Statement under section entitled "Right to Restriction of Data Processing".

Analysis tools and third-party provider tools

When visiting our website, statistical analyses may be made of your browsing behaviour. This happens primarily by using cookies and analytics tools. The analysis of your browsing behaviour is usually performed anonymously, i.e. we will not be able to identify you from this data.

You can object to this analysis or prevent it by not using certain tools. Detailed information about these tools and your right of refusal can be found in the following Privacy Statement.

2. General information and mandatory information

Data protection

The operators of this website take the protection of your personal data very seriously. We treat your personal data as confidential and in accordance with statutory data protection regulations and this Privacy Statement.

Various personal data are collected when you use this website. Personal information is data that can be used to personally identify you. This Privacy Statement explains what information we collect and what we use it for. It also explains how and for what purpose this takes place.

Please note that data transmitted via the internet (e.g. via email communication) may be subject to security breaches. Complete protection of your data from third-party access is not possible.

Notice concerning the responsible party (controller)

The party responsible (controller) for processing data on this website is:

INTEC Personal GmbH & Co. KG
Schlachthofstraße 81
99085 Erfurt

Telephone: +49 (0) 361-43039040
email: info@intec-personal.de

The responsible party is the natural or legal person who alone or jointly with others decides on the purposes and means of processing personal data (names, email addresses, etc.).

Statutory data protection officer

We have appointed a data protection officer for our company.

INTEC Personal GmbH & Co. KG
Data Protection Officer
Schlachthofstraße 81
99085 Erfurt

Email: datenschutz-verordnung@intec-personal.de

Withdrawal of your consent to data processing

Many data processing operations are only possible with your express consent. You may withdraw your consent at any time. An informal email to this effect will suffice. This does not affect the lawfulness of the data processing performed before you withdrew your consent.

Right to object to the collection of data in special cases and to direct marketing (Art. 21 GDPR)

If data are processed on the basis of Art. 6(1)(e) or (f) GDPR, you have the right, at any time, to object to the processing of your personal data based on grounds relating to your particular situation. This likewise applies to any profiling based on these provisions. This Privacy Statement sets out the applicable legal basis on which data processing is based. If you object, we will no longer process your relevant personal data, unless we are able to present compelling legitimate grounds for processing your data, which override your interests, rights and freedoms, or if we process your data to establish, exercise or defend against legal claims (right to object according to Art. 21(1) GDPR).

Where personal data are processed for direct marketing purposes, you will then have the right, at any time, to object to the processing of your personal data for the purposes of such advertising; this also applies to profiling activities, if this is linked with such direct advertising. If you object to the processing of your personal data for direct marketing purposes, the personal data shall no longer be processed for such purposes (right to object according to Art. 21(2) GDPR).

The right to lodge a complaint with the competent supervisory authority

If there have been breaches of the GDPR, the 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. This right to lodge a complaint exists regardless of other available administrative or judicial legal remedies.

Right to data portability

You have the right to receive from us the personal data that we have processed automatically based on your consent or for the fulfilment of a contract, in a structured, commonly used and machine-readable format. If you demand the direct transmission of the data to another controller, this will only be performed if it is technically feasible.

SSL or TLS encryption

This site uses SSL or TLS encryption for security and for the protection of the transmission of confidential content, such as purchase orders or inquiries you send to us as the site operator. You can recognize an encrypted connection in your browser's address line by checking whether the address line of the browser switches from "http://" to "https://" and that the lock icon is displayed in the browser bar.

If SSL or TLS encryption is activated, the data you transfer to us cannot be read by third parties.

Disclosure, blocking, erasure and rectification

Based on the applicable legal regulations, you have the right, at any time and free of charge, to access your stored personal data as well as to be informed of their origins, the recipients of the data, and the purpose for which the data is processed. You also have the right for these data to be rectified, blocked, or erased where applicable. You can contact us at the address given in our legal notice at any time if you have any questions on this issue or on personal data in general.

Right of restriction of processing

You have the right to demand the restriction of the processing of your personal data. To do this, you can contact us, at any time, at the address set out in our legal notice. The right of restriction of processing is available in the following cases:

- If you dispute the accuracy of your personal data as stored by us, we will usually require time to investigate this. You have the right to demand restrictions on the processing of your personal data, for the time needed for this investigation.
- If the processing of your personal data was/is performed unlawfully, you have the option to demand the restriction of the processing of your data, rather than their erasure.
- If we no longer need your personal data, but you do need them for the establishment, exercise or defence of legal claims, you have the right to demand restrictions on the processing of your personal data, rather than their erasure.
- If you have objected in accordance with Art. 21(1) GDPR, it will be necessary to weigh up your interests against ours. Until it is determined whose interests outweigh the other's, you shall have the right to demand restrictions on the processing of your personal data.

If you have restricted the processing of your personal data, these data - their archiving excepted - may be processed only subject to your consent or to claim, exercise or defend legal entitlements or to protect the rights of other natural persons or legal entities or for important public interest reasons cited by the European Union or a member state of the EU.

Objection to marketing emails

We hereby expressly prohibit the use of contact data published in the context of website legal notice requirements, for sending promotional and informational materials not expressly requested. The operators of this website expressly reserve the right to take legal action in the event they receive unsolicited marketing information, e.g. in spam emails.

3. The collection of data on our website

Cookies

This website uses cookies in some of its pages. Cookies do not harm your computer and do not contain any viruses. Cookies help make our website more user-friendly, efficient, and secure. Cookies are small text files that your internet browser stores on your computer.

Most of the cookies we use, are session cookies, which are automatically deleted when you leave our website. Other cookies remain saved on your device until you delete them. These cookies allow us to recognize you the next time you visit our website.

You can configure your browser to inform you when a cookie is set and only allow cookies on a one-off basis, to accept cookies in specific cases, to generally prevent cookies being created, or to enable automatic deletion of cookies when you close your browser. Disabling cookies may limit the functionality of this website.

Cookies required to enable electronic communication processes or to provide specific functions that you wish to use (e.g. shopping basket function) are stored pursuant to Art. 6(1)(f) GDPR. The website operator has a legitimate interest in saving cookies to ensure that its services are provided in a technically fault-free and optimum manner.

If other cookies (e.g. cookies to analyse your browsing behaviour) are stored, these will be treated separately in this Privacy Statement.

Server log files

The website provider automatically collects and stores information in server log files, which are transmitted to us automatically by your browser. This information includes:

- browser type and version
- operating system
- referrer URL
- host name of the accessing computer
- time of the server query
- IP address

These data is not merged with other data sources.

These data are recorded on the basis of Art. 6(1)(f) GDPR. The website operator has a legitimate interest in the technically flawless presentation and optimisation of its website, and server log files must be recorded for this purpose.

Contact form

If you send us queries via the contact form, we will collect the data entered on the form, including the contact details you provide, to answer your query and any follow-up questions. We will not share this information without your permission.

The processing of data entered in the contact form is therefore solely performed on the basis of your consent (Art. 6(1)(a) GDPR). You may withdraw this consent at any time. An informal email to this effect will suffice. This does not affect the lawfulness of the data processing performed prior to your withdrawal of consent.

We will retain the data you have entered in our contact form, until you demand these data be erased, or until you withdraw your consent for us to retain such data, or once the purpose for retaining such data no longer exists (e.g. once we have fully processed your inquiry). This is without prejudice to any mandatory legal provisions - in particular retention periods.

Email, telephone and fax inquiries

When you contact us by email, telephone, or by fax, we will store and process your inquiry, including all relevant personal data (name, inquiry), for the purpose of attending to your request. We will not share this information without your permission.

These data are processed on the basis of Art. 6(1)(b) GDPR insofar as your inquiry is connected with performing a contract, or for taking steps prior to entering into a contract. In all other cases, the processing will be based on your consent (Art. 6 (1) (a) GDPR) and/or according to our legitimate interests (Art. 6(1)(f) GDPR), because we have a legitimate interest in effectively processing the inquiries made to us.

We will retain the data you provide in our contact form, until you demand these data be erased, or you withdraw your consent for us to retain such data, or once the purpose for retaining such data no longer exists (e.g. once we have fully processed your request). This does not affect any mandatory statutory provisions - especially statutory data retention periods.

Registering with this website

You can register with this website in order to use additional functions on it. We will use the data entered solely for the purpose of using the particular offer or service to which you have registered. The mandatory information requested during the

registration process, must be provided in full. Otherwise, we will refuse your registration.

For important changes such as in connection with the scope of the offer, or in the event of technically necessary changes, we will use the email address provided during the registration, in order to inform you by this method.

The processing of data entered during registration is performed on the basis of your consent (Art. 6(1)(a) GDPR). You may, at any time, withdraw the consent you have given us. An informal email to this effect will suffice. This does not affect the lawfulness of the data processing we have already performed.

We will store the data recorded during registration, for as long as you remain registered on our website, after which time the data will be erased. Statutory retention periods remain unaffected.

Registering with Facebook Connect

Instead of registering directly on our website, you can also register using Facebook Connect. The provider of this service is Facebook Ireland Limited, 4 Grand Canal Square, Dublin 2, Ireland.

If you opt to register using Facebook Connect and click on the “Login with Facebook” or “Connect with Facebook” button, you will be automatically connected to the Facebook platform. You can log in using your username and password there. This will link your Facebook profile to this website and/or our services. This link gives us access to the data you have archived with Facebook. This primarily concerns the following:

- Facebook name
- Facebook profile and cover photo
- Facebook cover photo
- Email address stored with Facebook
- Facebook ID
- Facebook friends lists
- Facebook likes
- Date of birth
- Gender
- Country
- Language

This information will be used to create, provide and personalise your account.

The registration via Facebook Connect and the associated data processing operations are performed on the basis of your consent (Art. 6(1)(a) of the GDPR). You may revoke this consent at any time, which shall take effect for the future.

For more information, see Facebook’s Terms of Use and Privacy Policy. These can be found at:

<https://de-de.facebook.com/about/privacy/> and

<https://de-de.facebook.com/legal/terms/>.

4. Social media

eRecht24 Safe Sharing Tool

Users can share the content of our website and its pages in accordance with data protection law, on social networks, such as Facebook, Twitter or Google+. For this purpose, this website uses the eRecht24 Safe Sharing Tool. This tool only establishes a direct connection between the network and the user once the user has actively clicked on one of the buttons. The click on this button constitutes consent as defined in Art. 6(1)(a) GDPR. This consent may be withdrawn at any time, taking effect for the future.

This tool does not automatically transfer user data to the operators of these platforms. If the user is registered with one of the social networks, an information window pops up when Facebook, Google+1, Twitter etc. social buttons are used, allowing the user to confirm the text before it is sent.

Our users may choose to share the contents of this website in accordance with data protection law, without meaning that entire browsing histories are generated by the operators of these networks.

Social media plug-ins with Shariff

Social media plug-ins (such as Facebook, Twitter, Google+, Instagram, Pinterest, XING, LinkedIn, and Tumblr) are used on our website.

You can generally recognise these plug-ins from their respective social media logos. To ensure data protection on our website, we only use these plug-ins in combination with the Shariff tool. This application prevents the plug-ins integrated into our website from transmitting data to the respective provider on the very first visit to the page.

A direct connection to the provider's server shall not be established until you have activated the respective plug-in by clicking on the associated button (thus indicating your consent). As soon as you activate the plug-in, the respective provider receives the information that you have visited our website with your IP address. If you are simultaneously logged into your relevant social media account

(e.g. Facebook), the respective provider will be able to assign your visit to our website to your user account.

The activation of the plug-in constitutes a declaration of consent as defined in Art. 6(1)(a) GDPR. You may revoke this consent at any time, which shall take effect for the future.

Facebook plug-ins (Like & Share buttons)

Facebook plug-ins, provided by Facebook Inc., 1 Hacker Way, Menlo Park, California 94025, USA, are integrated into our website. You will recognise Facebook plug-ins on our website from the Facebook logo or the "Like button". More information about Facebook plug-ins is available here:

https://developers.facebook.com/docs/plugins/?locale=de_DE.

When you visit a page of our website containing a social plug-in, your browser establishes a direct connection to the Facebook server. From this, Facebook will know that you have visited our website using your IP address. If you click on the Facebook "Like" button and you are logged into your Facebook account, you can link the contents of our web pages to your Facebook profile. This enables Facebook to register the visit to our pages to your user account. Please note, as the provider, we do not know the content of the data communicated nor how these are used by Facebook. You can find additional information in Facebook's Privacy Statement:

<https://de-de.facebook.com/privacy/explanation>.

If you do not want Facebook to assign your visit to our website with your Facebook user account, please log out of your Facebook user account.

The use of Facebook plug-ins is based on Art. 6(1)(f) GDPR. The website operator has a legitimate interest in having the greatest possible social media visibility.

5. Analysis tools and advertising

Google Analytics Remarketing

Our websites use the features of Google Analytics Remarketing combined with the cross-device functions of Google AdWords and DoubleClick. The operator is Google Ireland Limited ("Google"), Gordon House, Barrow Street, Dublin 4, Ireland.

This function allows target advertising groups created through Google Analytics Remarketing to be linked with the cross-device functions of Google AdWords and Google DoubleClick. This way, interest-based, personalized advertising messages based on your previous internet usage on one end device (e.g. your smartphone) can be displayed on another of your end devices (e.g. a tablet or PC).

If you have consented to this function, Google will link your internet browser history and browser app history with your Google account. That way, any device used by you to sign into your Google Account, can use the same personalized promotional messaging.

To facilitate this function, Google Analytics records users' Google-authenticated IDs and links them temporarily to our Google Analytics data in order to define and create target groups for cross-device advertising.

You can permanently opt out of cross-device remarketing/targeting by deactivating personalized advertising in your Google Account; just follow this link: <https://www.google.com/settings/ads/onweb/>.

The aggregation of the data collected in your Google Account is performed solely on the basis of your consent, which you can issue to or withdraw from Google (Article 6(1)(a) GDPR). If data are gathered but not aggregated in your Google account (e.g. because you do not possess a Google account or have objected to the collation of the data), the data are gathered on the basis of Article 6(1)(f) GDPR. The legitimate interest is based on the website operator having an interest in the anonymous analysis of visitors to the website for advertising purposes.

Further information and the terms and conditions of data protection can be found in Google's Privacy Policy and Terms at:

<https://policies.google.com/technologies/ads?hl=de>.

Google AdWords and Google Conversion Tracking

This website uses Google AdWords. AdWords is an online marketing programme service provided by Google Ireland Limited ("Google"), Gordon House, Barrow Street, Dublin 4, Ireland.

We use conversion tracking in connection with Google AdWords. A conversion cookie is placed when you click on a Google ad. Cookies are small text files placed on the user's computer by the internet browser.

These cookies become inoperative after 30 days and cannot be used to personally identify individuals. If the user visits certain pages of our website and the cookie is still operative, we and Google can recognise that the user has clicked on the ad and was redirected to this page.

Every customer of Google AdWords is given a different cookie. Cookies cannot be tracked using the websites of AdWords customers. Information collected via conversion cookies is used to generate conversion statistics for AdWords customers who opt for conversion tracking. Customers are told the total number of users who

clicked on their ads, and who were redirected to a page bearing a conversion tracking tag. However, they do not obtain any information that could identify the user personally. If you do not wish to participate in tracking, you can block this function by simply disabling the Google conversion tracking cookie using the settings of your internet browser. This means you will not be included in the conversion tracking statistics.

The storage of conversion cookies and the operation of this tracking tool is based on Art. 6(1)(f) GDPR. The website operator has a legitimate interest in analysing user behaviour, and in optimizing its online services and its advertising.

More information about Google AdWords and Google conversion tracking can be found in

Google's data protection provisions:

<https://policies.google.com/privacy?hl=de>.

You can configure your browser to inform you when a cookie is set and only allow cookies on a one-off basis, to accept cookies in specific cases, to generally prevent cookies being created, or to enable automatic deletion of cookies when you close your browser. Disabling cookies may limit the functionality of this website.

6. Newsletter

Newsletter data

If you would like to subscribe to the newsletter available via the website, we need a valid email address from you, as well as information that allows us to check that you are the owner of the email address provided, and agreed to receiving the newsletter. No other data are collected, unless provided voluntarily. We will only use these data for sending the requested information and will not pass it on to anyone else.

The processing of data entered in the newsletter contact form is solely performed on the basis of your consent (Art. 6(1)(a) GDPR). You may, at any time, withdraw your consent to the storage of data and the email address, and the use of these for the purpose of sending you the newsletter. You can do this by using the "Unsubscribe" link in the newsletter. This does not affect the lawfulness of the data processing operations we have already performed.

The data provided when registering for the newsletter will be used to distribute the newsletter until you cancel your subscription, at which time said data will be deleted. This does not affect the data we have stored for other purposes.

7. Plug-ins and tools

Google Web Fonts

To ensure the uniform display of fonts, this website uses Web Fonts, a service provided by Google. Google Fonts are locally installed. No connection is established with Google servers.

Google Maps (including consent)

This site uses the Google Maps map service via an API. The operator is Google Ireland Limited (“Google”), Gordon House, Barrow Street, Dublin 4, Ireland.

To ensure the protection of data on our website, Google Maps is disabled when you visit our website for the first time. A direct connection is only made to Google servers once you have personally activated Google Maps (consent pursuant to Art. 6(1)(a) GDPR). This means your data are not automatically transmitted to Google the very first time you visit the website.

After it is activated, Google Maps will store your IP address. Normally this will then be transmitted to a Google server in the USA and stored there. Once Google Maps has been activated, the operator of this website has no control over this data transmission.

More information about how user data are handled, is available in Google's Privacy Policy:

<https://www.google.de/intl/de/policies/privacy/>.

Google reCAPTCHA

We use Google reCAPTCHA (“reCAPTCHA”) on our websites. The operator is Google Ireland Limited (“Google”), Gordon House, Barrow Street, Dublin 4, Ireland.

The purpose of reCAPTCHA is to determine whether data entered on our websites (such as information entered into a contact form) are being provided by a human user or by an automated programme. To determine this, reCAPTCHA analyses the behaviour of the website visitors based on various characteristics. This analysis is triggered automatically once the website visitor enters the site. To perform this analysis, reCAPTCHA evaluates a range of data (e.g. IP address, time the website visitor spent on the site or cursor movements made by the user). The data tracked during such analyses are forwarded to Google.

reCAPTCHA analyses run entirely in the background. Website visitors are not alerted that an analysis is ongoing.

The data are processed on the basis of Art. 6(1)(f) GDPR. The website operator has a legitimate interest in protecting its website against misuse in the form of automated espionage systems and against spam.

For more information about Google reCAPTCHA and to read Google's Privacy Policy, please use the following links:

<https://policies.google.com/privacy?hl=de> and

<https://www.google.com/recaptcha/intro/android.html>.

8. In-house processes

Job applications

We give you the opportunity to submit job applications to us (e.g. via email, by standard mail or by using our online job application form). The following contains information about the scope, purpose and use of the personal data collected from you during the job application process. We assure you that your data will be collected, processed and used in compliance with the applicable data privacy regulations and all other statutory provisions, and that your data will be treated as strictly confidential.

Scope and purpose of the collection of data

If you submit a job application to us, we will process the relevant associated personal data (e.g. contact and communications data, application documents, notes taken during job interviews, etc.), insofar as necessary for us to make a decision concerning the establishment of an employment relationship. The legal basis for this is Section 26 of the new German Federal Data Protection Act (*BDSG-neu*) (Initiation of an employment relationship), Art. 6(1)(b) GDPR (general steps prior to entering into a contract), and, where you have given your consent, Art. 6(1)(a) GDPR. You may withdraw your consent at any time. Within our organisation, your personal data will only be shared with individuals who are involved in processing your job application.

If your application is successful, the data you have provided will be stored in our data processing systems on the basis of Section 26 of the new German Federal Data Protection Act and Art. 6(1)(b) GDPR for the purpose of establishing employment.

Data retention period

If we are unable to make you a job offer, if you decline a job offer, or withdraw your application, or withdraw your consent to the processing of your personal data, or you demand that we erase your data, we will store or archive the data you provided, including any remaining hard copies of your application documents, for no more than 6 months following conclusion of the job application process (data retention period), to enable us to keep track of the details of the application process in the event that any discrepancies arise (Art. 6(1)(f) GDPR).

**YOU MAY OBJECT TO THIS STORAGE OF YOUR DATA
IF YOU HAVE LEGITIMATE INTERESTS THAT OUTWEIGH OUR OWN INTERESTS.**

After the data retention period has elapsed, we will erase the data unless we are subject to any other data retention obligation, or other legal grounds exist to continue with the storage of the data. If it is foreseeable that it will be necessary to continue to retain the data following the data retention period,

(because of an imminent or pending legal dispute, for example), the data will only be erased once these are no longer needed for that purpose. This does not affect other statutory data retention periods.