

# Privacy Statement of Alfons Haar GmbH & Co. KG

The provisions of the EU General Data Protection Regulation (hereinafter "GDPR") apply throughout Europe. We wish to inform you about the processing of personal data performed by our company in accordance with this Regulation (see Articles 13 and 14 GDPR). If you have any questions or comments concerning this privacy statement, you can always send them to the e-mail address specified under clauses 2 or 3.

Content overview:

## Table of Contents

<b>I. OVERVIEW</b>	<b>2</b>
1. SCOPE OF APPLICATION	2
2. CONTROLLER	2
3. DATA PROTECTION OFFICER	3
4. DATA SECURITY	3
<b>II. DATA PROCESSING IN DETAIL</b>	<b>3</b>
1. GENERAL INFORMATION ABOUT DATA PROCESSING	3
2. ACCESSING THE WEBSITE / APPLICATION	5
3. APPLICATION	6
4. CLIENT CONTACT FORM	6
5. CUSTOMER AND SUPPLIER DATA	7
6. WEBSHOP PROCESSING	8
7. AHH INSIDER PROCESSING	10
8. TRACKING / USING GOOGLE ANALYTICS	11
<b>III. RIGHT OF THE DATA SUBJECT</b>	<b>11</b>
1. RIGHT TO OBJECT	11
2. RIGHT TO INFORMATION	12
3. RIGHT TO RECTIFICATION	12
4. RIGHT OF ERASURE ("RIGHT TO BE FORGOTTEN")	12

5. RIGHT TO RESTRICTION OF PROCESSING .....	12
6. RIGHT TO DATA PORTABILITY.....	12
7. RIGHT OF REVOCATION AFTER GIVING CONSENT .....	12
8. RIGHT OF APPEAL .....	12

## I. Overview

This chapter of the privacy statement provides you with information about the scope of application, the controller for data processing, his data protection officer and data security.

### 1. Scope of Application

Data processing performed by Alfons Haar Maschinenbau GmbH & Co. KG can **essentially be divided into two categories**:

- For contract processing purposes, all data required for **execution of a contract** with Alfons Haar Maschinenbau GmbH & Co. KG are processed. Where external service providers are also involved in the contract processing, for example logistics enterprises, your data are in each case disclosed to them to the required extent.
- Various information are exchanged between your terminal device and our server upon **accessing the website / application**. Such information may also cover personal data. The information collected in this way are, inter alia, used for optimizing our website.

This privacy statement applies to the following offers:

- our online offer, retrievable under [www.alfons-haar.de](http://www.alfons-haar.de);
- our webshop, retrievable under [shop.alfons-haar.de](http://shop.alfons-haar.de); and
- our information portal, retrievable under [insider.alfons-haar.de/insider/login.php](http://insider.alfons-haar.de/insider/login.php). This portal is only accessible after prior registration.

All these offers are jointly also designated as "services".

### 2. Controller

The controller for data processing, thus the person deciding on the purposes and means of processing personal data, is in connection with the services:

Alfons Haar Maschinenbau GmbH & Co. KG  
Fangdieckstraße 67  
22547 Hamburg  
Telephone: (+49) 40 833 91 - 0  
E-mail: info@alfons-haar.de

### **3. Data Protection Officer**

You can contact our data protection officer as follows:

Contact form:

<https://www.dsextern.de/anfragen>  
DS EXTERN GmbH  
Dipl.-Kfm. Marc Althaus  
Frapanweg 22  
D-22589 Hamburg

### **4. Data Security**

In order to develop the measures required in Article 32 GDPR and thus to achieve a level of protection appropriate to the risk, we have established an information security management system in our company.

## **II. Data Processing in Detail**

**In this chapter of the privacy statement we inform you in detail about the processing of personal data within the scope of our services. For the sake of clarity we arrange these details according to specific functionalities of our services. During normal use of the services, different functionalities and thus also different processings can take effect successively or simultaneously.**

### **1. General Information about Data Processing**

The following applies to all processing described below, unless otherwise specified:

#### **a. No obligation to provide data**

There is neither a contractual nor a statutory duty to provide personal data. You are not obliged to provide data.

**b. Consequences of failure to provide data**

Where necessary data are concerned (data marked as mandatory details during data entry), the consequence of failure to provide such data is that the relevant service cannot be provided. Otherwise the consequence of failure to provide the data might be that our services cannot be provided in equal form and quality.

**c. Consent**

In various cases you have the option to give us your consent to further processing in connection with the processing described below (where appropriate for part of the data). In such case we inform you in the respective section of this statement about all modalities and the scope of consent, and about the purposes pursued by us with this processing.

**d. Transfer of personal data to third countries**

When we transfer data to third countries, i.e. countries outside the European Union, the transfer is exclusively performed in compliance with the legally regulated admissibility requirements.

The admissibility requirements are regulated in Articles 44 to 49 GDPR.

**e. Hosting at external service providers**

Our data processing is to a large extent performed with the involvement of so-called hosting service providers, who make storage space and processing capacities available to us in their computer centers, and according to our instructions also process personal data on our behalf. These service providers process data either exclusively in the EU, or based on the [EU standard data protection clauses](#) used by us for guaranteeing an adequate level of data protection.

**f. Transfer to public authorities**

We transfer personal data to public authorities (including law enforcement agencies), if this is required for compliance with a legal obligation to which we are subject (legal basis: Article 6 paragraph 1 c) GDPR), or for asserting, exercising or defending legal claims (legal basis: Article 6 paragraph 1 f) GDPR).

**g. Storage period**

We store your data for not longer than we need these data for the respective processing purposes. If the data are no longer necessary for fulfillment of contractual or statutory obligations, they are regularly deleted, unless a data retention continues to be necessary for a limited period. The underlying reasons can for example be:

- Compliance with retention obligations under trade and tax law
- Receipt of evidence for legal disputes within the scope of the legal statute of limitation.

It is likewise possible for us to continue storing your data on our end, if you expressly gave your consent to such ongoing storage.

#### h. Data categories

- **Account data:** Login / user ID and password
- **Personal master data:** Title, address / sex, first name, surname, position within the company
- **Address data:** Street, house number, any address supplements, postcode, city, country
- **Download data:** Version of the downloaded workbench software
- **Contact data:** Telephone number(s), fax number(s), e-mail address(es)
- **Login data:** Information about the service used by you for login; points in time and technical information for login purposes, confirmation of disconnection; data specified by you for login
- **Order data:** Ordered products, prices, payment and delivery information
- **Payment details:** Account details, credit card details, details about other payment service providers
- **Access data:** Date and time of visiting our service; the page from which the accessing system reached our site; pages accessed during usage; data for session ID; furthermore the following information about the accessing computer system: IP address used, browser type and version, type of device, operating system and similar technical information
- **Application data:** Curriculum vitae, references, supporting documents, work samples, certificates, pictures

## 2. Accessing the Website / Application

This chapter describes how we process your personal data when accessing our services.

<b>a. Information for processing</b>				
<b>Data category</b>	<b>Intended purpose</b>	<b>Legal basis</b>	<b>Legitimate interest, if any</b>	<b>Storage period</b>
Access data	Connection set-up, presentation of service contents, detection of attacks on our site based on unusual activities, troubleshooting	Article 6 paragraph 1 f) GDPR	Guaranteeing a smooth connection is made, guaranteeing our website/application is convenient to use, evaluating system security and stability.	7 days

<b>b. Recipient of personal data</b>			
<b>Category of recipient</b>	<b>Data concerned</b>	<b>Legal basis of transmission</b>	<b>Legitimate interest, if any</b>
None			

### 3. Application

During ongoing recruitment procedures we process your personal data in the following way:

<b>a. Information for processing</b>				
<b>Data category</b>	<b>Intended purpose</b>	<b>Legal basis</b>	<b>Legitimate interest, if any</b>	<b>Storage period</b>
Address data, contact data	Identifying, contacting, communicating for contract initiation	Article 6 paragraph 1 b) GDPR		6 months
Personal master data	Identifying, contacting, age verification	Article 6 paragraph 1 b) GDPR		6 months
Application data	Applicant selection	Article 6 paragraph 1 b) GDPR		6 months

<b>b. Recipient of personal data</b>			
<b>Category of recipient</b>	<b>Data concerned</b>	<b>Legal basis of transmission</b>	<b>Legitimate interest, if any</b>
None			

### 4. Client Contact Form

Here you find information on how we process your personal data, when you address an enquiry to us via the contact form:

<b>a. Information for processing</b>

Data category	Intended purpose	Legal basis	Legitimate interest, if any	Storage period
Personal master data, contact data and address data	Dealing with the enquiry and any queries	Declaration of consent (Article 6 paragraph 1 a) GDPR)		Maximally until revocation of the consent, at least for the statutory retention period

b. Recipient of personal data			
Category of recipient	Data concerned	Legal basis of transmission	Legitimate interest, if any
None			

## 5. Customer and supplier data

Within the scope of a business relationship with customers and suppliers we process personal data to conclude, execute or terminate contracts in the following manner:

a. Information about processing				
Data category	Purpose	Legal basis	Legitimate interest, if applicable	Length of storage
Contact details, address details, personal master data, order data	Planning, conducting, managing and administering the contractual relationship.  Transacting the commission or order.	Art. 6 (1) a), b) GDPR:	Ensuring compliance with legal obligations, e.g. storing sales documents for tax purposes or sending legally required notifications and other announcements.	10 years
Payment details	Transacting the pay-	Art. 6 (1) b), f) GDPR		10 years

	ment			
--	------	--	--	--

<b>b. Recipients of personal data</b>			
<b>Category of recipient</b>	<b>Relevant data</b>	<b>Legal basis for transmission</b>	<b>Legal basis</b>
Parcel service providers, carriers, direct suppliers	Address details, contact details, personal master data, if applicable	Art. 6 (1) b), f) GDPR	Delivering and collecting consignments and merchandise
Payment service providers	Payment details	Art. 6 (1) b), f) GDPR	Transacting the payment
If applicable, collection service providers, courts	Personal master data, contact details, payment details	Transacting dunning procedures and collection proceedings in the event of non-payment	Transacting dunning procedures and collection proceedings in the event of non-payment

## 6. Webshop Processing

The following information provide you with a description on how your personal data are being processed, when you use our webshop "shop.alfons-haar.de". Access data are recorded when accessing the site. The remaining data will only be recorded as soon as the user completes the registration and login process.

Registered users can submit enquiries for specific products to the selected order store automatically from the shop. In this case the data specified under 5.b) are forwarded to the respective country, where the order store is located. If this country is no member of the EU / EEA, but a third country, the following risks are incurred:

- No adequate level of data protection might exist; and
- Rights of the data subject might not be enforceable.

To process your email address in the event of a purchase we are, due to legal requirements in the German Civil Code (**BGB**), also obliged to send an electronic order confirmation (Article 6 (1) c) GDPR).

<b>a. Information for processing</b>				
<b>Data category</b>	<b>Intended purpose</b>	<b>Legal basis</b>	<b>Legitimate interest, if any</b>	<b>Storage period</b>
Access data	Connection set-up, presentation of service contents, detection of attacks on our site based on unusual activities, troubleshooting	Article 6 paragraph 1 f) GDPR	Proper service function, security of data and business processes, prevention of abuse, prevention of damage caused by interference with information systems	7 days
Personal master data, account data, contact data and address data	Offer preparation	Declaration of consent (Article 6 paragraph 1 a) GDPR)		Maximally until revocation of the consent, at least for the statutory retention period
Login data	Offer preparation	Declaration of consent (Article 6 paragraph 1 a) GDPR)		Maximally until revocation of the consent, at least for the statutory retention period
Order data	Offer preparation	Declaration of consent (Arti-		Maximally until revocation of the consent, at least for the

		cle 6 paragraph 1 a) GDPR)		statutory retention period
--	--	----------------------------	--	----------------------------

<b>b. Recipient of personal data</b>			
<b>Category of recipient</b>	<b>Data concerned</b>	<b>Legal basis of transmission</b>	<b>Legitimate interest, if any</b>
Sales company responsible for executing the enquiry	Personal master data, contact data, address data and order data	Articles 44 to 49 GDPR	Preparation and submission of the concrete offer

## 7. AHH Insider Processing

The following information provide you with a description on how your personal data are being processed, when you use our information portal "AHH Insider".

<b>a. Information for processing</b>				
<b>Data category</b>	<b>Intended purpose</b>	<b>Legal basis</b>	<b>Legitimate interest, if any</b>	<b>Storage period</b>
Access data	Connection set-up, presentation of service contents, detection of attacks on our site based on unusual activities, troubleshooting	Article 6 paragraph 1 f) GDPR	Proper service function, security of data and business processes, prevention of abuse, prevention of damage caused by interference with information systems	7 days
Personal master data, account data, contact data and address data	Provision of information and the workbench to registered clients	Declaration of consent (Article 6 paragraph 1 a) GDPR)		Until revocation of the consent
Login data	Optimization of functionality	Declaration of consent (Article 6 paragraph 1 a) GDPR)		During the current login
Download data	Service support	Declaration of consent (Article 6 paragraph 1 a) GDPR)		Until revocation of the consent

<b>b. Recipient of personal data</b>			
<b>Category of recipient</b>	<b>Data concerned</b>	<b>Legal basis of transmission</b>	<b>Legitimate interest, if any</b>
Service provider for server operation	All data mentioned under a.	Job processing (Article 28 GDPR)	

## 8. Tracking / using Google Analytics

For the purpose of needs-based design and the continuous optimisation of our site, we use Google Analytics, a web analysis service from Google Inc. ("Google") on the basis of Art 6 (1) f) GDPR. Google Analytics uses so-called "cookies", text files that are stored on your computer and enable an analysis of your use of the website. In this connection pseudonymous usage profiles are created and cookies are used. The information generated by the cookies about your use of this website includes

- Browser type/version,
- Operating system used
- Referrer URL (the site previously visited),
- Host name of the accessing computer (IP address)
- Time of the server request

Google will use this information on behalf of the user of this website to evaluate your use of the website, compile reports about website activities and to provide further services associated with website use and internet use to the website provider. The IP address transmitted within the scope of Google Analytics from your browser will not be brought together with other data by Google. You can prevent the storage of cookies by setting your browser software accordingly; however, we must point out that in this case you may not be able to use all the functions of this website in full.

Furthermore, you can prevent the recording of the data generated by the cookie relating to your use of the website (including your IP address) by Google and the processing of this data by Google by downloading and installing the browser plugin available on the following link: <http://tools.google.com/dlpage/gaoptout?hl=de>

## III. Right of the Data Subject

### 1. Right to Object

You have furthermore the right to object, on grounds relating to your particular situation, at any time with effect for the future, to the processing of personal data concerning yourself, where the processing is made in accordance with Article 6 paragraph 1 letters e) or f) GDPR.

You may exercise the right to object on a cost-free basis.

You can reach us via the contact data specified under clause I.2.

## 2. **Right to Information**

You have the right to obtain information as to whether personal data concerning yourself are being processed by us, which personal data - if any - are concerned, and to obtain additional information according to Article 15 GDPR.

## 3. **Right to Rectification**

You have the right to obtain without undue delay the rectification of inaccurate personal data concerning yourself (see Article 16 GDPR). Taking into account the purposes of the processing, you have the right to request completion of incomplete personal data, also by means of providing a supplementary statement.

## 4. **Right of Erasure ("right to be forgotten")**

You have the right to request us to immediately erase personal data concerning yourself, where one of the reasons mentioned in Article 17 paragraph 1 GDPR applies, and the processing is not necessary for one of the purposes regulated in Article 17 paragraph 3 GDPR.

## 5. **Right to Restriction of Processing**

You have the right to request restriction of processing of your personal data, where one of the prerequisites regulated in Article 18 paragraph 1 letter a) to d) GDPR is fulfilled.

## 6. **Right to Data Portability**

You have the right to receive the personal data concerning yourself, which you provided to us, in a structured, commonly used and machine-readable format. You have furthermore the right to transmit those data to another controller without hindrance from us, or to have the data transmitted directly by us, where technically feasible. This shall always apply in cases where the data processing is based on a declaration of consent or a contract, and where the data are processed automatically. Accordingly, this shall not apply to data kept in paper form only.

## 7. **Right of Revocation after giving Consent**

**Insofar as the processing is based on your consent, you have the right to revoke such consent at any time. This shall not affect the lawfulness of processing performed on the basis of the declaration of consent until revocation.**

## 8. **Right of Appeal**

You have the right to file an appeal with a supervisory authority.

