

We are looking forward to your visit at our website and your interest in our company and products. We take the protection of your personal data and its confidential treatment very seriously so that you may feel safe and secure when visiting our website.

With this simple Privacy Policy, we want to give you an overview of how your data is collected and processed in accordance with applicable data protection regulations. Full and detailed information on data protection can be found in our detailed privacy policy.

## 1. What data do we collect from you?

### 1.1 Technical information

We collect the domain name or IP address of your computer, the request from the client (web browser) to our web server and its response, as well as the web page from which you came.

We also store the date and time of the request, information about the browser type and version used, as well as your operating system and your internet service provider.

### 1.2 Cookies

We use cookies on our website. These are small text files which your browser uses to temporarily store data on your PC. They make it more convenient to login and use our website.

### 1.3 Usage profiles

With the help of tracking services and cookies (so-called third-party cookies), we process usage profiles under a pseudonym. Such a usage profile contains information about a visitor's behaviour on websites. A direct link to you cannot be made. You may object to the creation of user profiles at any time. You can set your browser so that these cookies are not saved or so that they are deleted at the end of your internet session.

## 2. How and for what reason are your data collected and processed?

Data is collected automatically when visiting our website. Otherwise, we collect the data only on the basis of your entries on our website (e.g. in the contact form) or through the use of cookies.

We need this data to operate and manage the website, for detecting misuse, and for eliminating faults. It is also used to improve our website and to create pseudonymous user profiles, which we use for advertising and market research purposes (unless you contradict such usage).

In some cases, we also use other service providers who help support us as a processor in a legally permissible framework.

### 3. What rights to privacy do you have?

You have the right to be informed, to correct, to delete, to limit the processing, to data portability, and the right to complain to a supervisory authority.

You can contact our service centre or our data protection officer with your requests:

[info@phoenix-mecano.se](mailto:info@phoenix-mecano.se)

### 4. More about other data processing

As a company, we not only process this personal data on our website, but also within many other processes. In order to be able to give you as much detailed information as possible about these processing purposes, we have compiled this information for the following processing activities here:

- Privacy information about handling applicant data
- Privacy information about our communication tools
- Privacy information about the newsletter
- Privacy information about handling customer data

If you need further information that you cannot find here, please get in touch, confidentially, with your contact person or our data protection officer.

With this simple Privacy Policy, we want to give you an overview of how your data is collected and processed in accordance with applicable data protection regulations. Full and detailed information on data protection can be found in our detailed privacy policy.

## Data protection

### 1. Name and address of the responsible party ("controller")

The responsible party (in the legal sense) is the:

Phoenix Mecano AB

Uttervägen 6

SE-351 45 Växjö

Sweden

Tel.: +46 470 77 79 50

E-Mail: [info@phoenix-mecano.se](mailto:info@phoenix-mecano.se)

#### 1.1 Contact details of the data protection officer

The data protection officer for the responsible party can be reached at:

E-mail: [info@phoenix-mecano.se](mailto:info@phoenix-mecano.se)

### 2. General information about data processing

This web page collects various general data and information each time a web page is

accessed by an affected person (referred to in the GDPR as the "data subject") or an automated system. This general data and information is stored in the log files of the web server. Information that is logged includes: the browser types and versions used, the operating system used by the accessing system, the website from which an accessing system accesses our website (the "referrer"), the sub-web pages accessed via an accessing system on our website, the date and time at the time of access to the website, an internet protocol address (IP address), the accessing system's internet service provider and other similar data and information used in the event of attacks on our IT systems.

When using this general data and information, no conclusions are drawn about the corresponding person. Rather, this information is needed to properly deliver the contents of our website, to optimize the content of the website, to advertise it, to ensure the continued functioning of our IT systems and the technology of our website, and to help law enforcement agencies prosecute in event of a cyber attack. This anonymously collected data and information is statistically evaluated with the aim of increasing data protection and data security in the company in order to ultimately ensure the best protection for the personal data being processed. The anonymous data in the server log files are stored separately from all personal data provided by an affected person.

### [2.1 Scope of processing of personal data](#)

We collect and use personal data from our users only to the extent necessary to provide a functional website and our content and services. The collection and use of personal data from our users takes place only with the consent of the user. An exception applies to cases in which prior consent cannot be obtained for reasons of fact and where the processing of the data is permitted by law.

### [2.2 Legal basis for the processing of personal data](#)

Insofar as we obtain the consent of the person affected by the processing of personal data, Article 6 paragraph 1 of the EU General Data Protection Regulation (the GDPR) serves as the legal basis for the processing of such personal data.

Where the processing of personal data is necessary for the performance of a contract to which the affected person is a party, Article 6 paragraph 1 of the GDPR is the legal basis. This also applies to processing operations that are required to carry out pre-contractual actions.

Insofar as processing of personal data is required to fulfil a legal obligation for our company, Article 6 paragraph 1 of the GDPR is the legal basis.

If processing is necessary to safeguard the legitimate interests of our company or a third party, and if the interests, fundamental rights and freedoms of the affected person do not

prevail over the first interests, then Article 6 paragraph 1 of the GDPR is the legal basis for processing.

### 2.3 Data deletion and storage duration

The personal data of the affected person will be deleted or blocked as soon as the purpose for storing the data is no longer valid. Such storage may also take place if provided for by the European or national legislation in EU regulations, laws or other regulations to which the responsible party is subject. The data may also be blocked or deleted when a storage period prescribed by these standards expires, unless there is a need for further storage of the data for conclusion of a contract or fulfilment of the contract.

## 3. Providing the website and creating the log files

### 3.1 Description and scope of data processing

Every time our website is accessed, our system automatically collects data and information from the computer system of the retrieving (client) computer.

The following data is collected here:

- Information about the browser type and version used
- The operating system of the user
- The internet service provider of the user
- The IP address of the user
- The date and time of access
- The website from which the user's system accessed our website
- The websites that are accessed by the user's system through our website

[The log files contain IP addresses or other data that allow an assignment to a user. This could be the case, for example, if the link to the website from which the user accesses our website or the link to the website to which the user is switching contains personal data.

This data would also be stored in the log files of our system. This data is not stored together with other personal data of the user.]

### 3.2 Legal basis for data processing

The legal basis for the temporary storage of data and log files is taken from Article 6 paragraph 1 of the GDPR.

### 3.3 Purpose of data processing

Our system must temporarily store your IP address to enable the website to be sent to the user's computer. For this, the user's IP address must be kept for the duration of the session. Log files are used to store this information; this ensures the functionality of the website. In addition, the data is used to optimize the website and to ensure the security of our IT

systems. An evaluation of the data for marketing purposes does not take place in this context.

For these purposes, this represents our legitimate interest in the processing of data, according to Article 6 paragraph 1 of the GDPR.]

### 3.4 Duration of storage

The data shall be deleted as soon as it is no longer necessary for the purpose of its collection. When collecting data for the website, this is the case when the corresponding session has been completed.

When storing the data in log files, this is the case after no more than seven days. Additional storage beyond these limits is possible. In this case, the IP addresses of the users are deleted or unlinked, so that it is no longer possible to assign the calling client.]

### 3.5 Possibilities for objection and removal

The collection of data for the provision of the website and the storage of the data in log files is essential for the operation of our website. Thus, there is no course of objection and removal on behalf of the user.

## 4. Usage of cookies

These web pages use cookies. Cookies are text files that are stored on a computer via the web browser.

Many websites and servers use cookies. Many cookies contain a so-called cookie ID. A cookie ID is the unique identifier of the cookie. It consists of a string through which web pages and servers can be assigned to the specific web browser in which the cookie was stored. This allows the visited web pages and servers to distinguish the individual person's browser from other web browsers that contain other cookies. A particular web browser can then be recognized and identified by the unique cookie ID.

Through the use of cookies, users of this website can be provided with user-friendly services that would, otherwise, not be possible without the cookie setting.

By using a cookie, the information and offers on our website can be optimized for each user. As already mentioned, cookies make it possible for us to recognize the users of our website. The purpose of this recognition is to make it easier for users to use our website. For example, the user of a web page that uses cookies need not re-enter their credentials each time they visit the web page; this is carried out by the web page and the cookie stored on the user's computer. Another example of such usage is the cookie for a shopping basket used by an online shop. The online shop remembers the items that a customer has placed in the virtual shopping cart using this cookie.

The affected person can prevent the use of cookies by our website at any time by means of the corresponding setting in their web browser. This would permanently prevent the use of cookies. Furthermore, already set cookies can be deleted at any time in the user's web browser or using other software programs. This is possible for all common web browsers. If the affected person deactivates the usage of cookies in the web browser, not all functions of our website may be fully usable.

#### 4.1 Description and scope of data processing

Our website uses cookies. Cookies are text files that are stored in the web browser on the user's computer. When a user visits a website, a cookie may be stored on the user's computer. This cookie contains a characteristic string that allows the browser to be uniquely identified when the website is reopened.

We use cookies to make our website more user-friendly. Some elements of our website require that the calling browser be identified even after the user has changed pages.

The following data is stored and transmitted in the cookies:

- Language settings
- Articles in a shopping cart
- Log-in information]

In addition, we use cookies on our website that allow us to analyse our users' browsing behaviour.

Thus, the following data may be transmitted:

- Specified search terms
- Frequency of page views
- Usage of website features

The data of the users collected in this way are anonymized. Therefore, an assignment of the data to the calling user is not possible. This data will not be stored in conjunction with other personal data of the users.

When accessing our website, an info banner is displayed to users which informs them about the use of cookies for analysis purposes and refers to this privacy policy. There is also a notice about how the storage of cookies in the browser settings can be prevented.

#### 4.2 Legal basis for data processing

The legal basis for the processing of personal data using cookies is taken from Article 6 paragraph 1 of the GDPR.

#### 4.3 Purpose of data processing

The purpose of using these cookies is that they are technically essential to facilitate the use

of our websites for users. Some features of our website cannot be offered without the use of cookies. For such features, it is necessary that the browser is recognized even after a new page is loaded.

We require cookies for the following applications:

- The shopping cart
- The configuration of language settings
- Remembering keywords

The user data collected through these essential cookies shall not be used to create user profiles.

The analysis cookies are used to improve the quality of our website and its contents. With the analysis cookies, we learn how the website is used so that we can constantly optimize what we offer.

This constitutes our legitimate interest in the processing of personal data as described in Article 6 paragraph 1 of the GDPR.

#### [4.4 Duration of storage, objection and deletion options](#)

Cookies are stored on the user's computer and transmitted by that computer to us.

Therefore, as a user, you have full control over the use of cookies. By changing the settings in your web browser, you can disable or restrict the transmission of cookies. Previously stored cookies can be deleted at any time. This can also be done automatically. If cookies are disabled for our website, it may not be possible to fully use all the functions of the website.

## 5. Newsletter

### [5.1 Description and scope of data processing](#)

The newsletter is sent out to users who have registered for it on our website.

It is possible to subscribe to a free newsletter from our website. The data from the input page are transmitted to us when the user registers to receive the newsletter.

The registration, at a minimum, specifies the user's e-mail address, but further personal information may be provided for personalization:

- Salutation
- Surname
- First name

The following data is also collected during the registration:

- IP address of the client (affecter user's) computer
- Date and time of registration

In order to process your data, your consent is obtained during the registration process and reference is made to this privacy policy.

In connection with the processing of data for the sending of newsletters, the data is not disclosed to third parties. The data shall be used exclusively for sending the newsletter.

## 5.2 Legal basis for data processing

The newsletter is sent out to users who have registered for it on our website.

The legal basis for the processing of the data after the user has registered for the newsletter is the consent of the user, according to Article 6 paragraph 1 of the GDPR.

## 5.3 Purpose of data processing

The newsletter can be delivered because the user's e-mail address is saved.

The collection of other personal data in the context of the registration process serves to prevent misuse of the services or the e-mail address being used.

## 5.4 Duration of storage

The data shall be deleted as soon as it is no longer necessary for the purpose of its collection. Thus, the e-mail address of the user is stored as long as their subscription to the newsletter is enabled.

The other personal data collected during the registration process shall normally be deleted after a period of seven days.

## 5.5 Possibilities for objection and removal

The subscription to the newsletter may be terminated at any time by the user. There is a link in each newsletter for this purpose.

This also enables the user to revoke consent to the storage of the personal data collected during the registration process.

# 6. Contact form and e-mail contact

## 6.1 Description and scope of data processing

There is a contact form available on our website which can be used for establishing contact with us online. If a user takes advantage of this option, the data entered in the input fields will be transmitted to us and saved. These data include:

- Surname
- E-mail address
- Phone number
- Issue/reason for contact

At the time the contact message is sent, the following data is also stored:

- The IP address of the user



- Date and time of registration

For processing the data for the sending process, your consent is obtained and this privacy statement is referenced.

A contact may also be established via the e-mail address provided. The user's personal data, as transmitted by e-mail, would then be stored.

In this context, no data is passed on to third parties. The data is used exclusively for processing the contact-related conversation.

## 6.2 Legal basis for data processing

The legal basis for processing the data is the consent of the user pursuant to Article 6 paragraph 1 of the GDPR.

The legal basis for processing the data transmitted in the course of sending the e-mail is pursuant to Article 6 paragraph 1 of the GDPR. If the e-mail contact aims to conclude a contract, then an additional legal basis for the processing is Article 6 paragraph 1 of the GDPR.

## 6.3 Purpose of data processing

The personal data from the input form is used by us only for establishing the contact. In the case of contact via e-mail, this also includes the required legitimate interest in the processing of the data.

Additional personal data processed during the sending process help to prevent misuse of the contact form and to ensure the security of our information technology systems.

## 6.4 Duration of storage

The data shall be deleted as soon as it is no longer necessary for the purpose of its collection. Concerning the personal data from the input fields of the contact form and those sent by e-mail, this is the case when the respective conversation with the user has ended.

The conversation is considered to be finished when it can be inferred from the circumstances that the relevant facts have been finally clarified.

The additional personal data collected during the sending process will be deleted, at the latest, in a period of seven days.

## 6.5 Possibilities for objection and removal

The user may, at any time, revoke their consent to the processing of the personal data. If the user has contacted us by e-mail, they may object to the storage of their personal data at any time by e-mail. In such a case, the conversation cannot continue.

All personal data stored in the course of contacting would then be deleted.

## 7. Rights of the affected person (the "data subject")

If personal data concerning you is being processed, you are considered by the GDPR to be the affected person or "data subject". You then have the following rights in relation to us as the responsible party. You may exercise your rights by contacting our Privacy Officer or the Service Centre staff to indicate your concerns.

### 7.1 Right to information

Any person affected by the processing of personal data shall have the right at any time to obtain information free of charge concerning the personal data stored about them, as well as a copy of such data, from the party responsible for processing such data.

You may ask the responsible party to confirm if personal data concerning you is being processed by us.

### 7.2 Right to rectification/correction

Any person affected by the processing of personal data has the right to demand the immediate correction of incorrect personal data concerning them. Furthermore, the affected person has the right to request the completion of incomplete personal data, including by means of a supplementary declaration which takes into account the purposes of the processing.

### 7.3 Right to restriction of processing

Any person affected by the processing of personal data (the affected person or "data subject") has the right to require the responsible party to restrict the processing whenever one of the legislative conditions (established by Article 18 paragraph 1 of the GDPR) has been met.

### 7.4 Right to deletion

Any person affected by the processing of personal data has the right to require the responsible party to delete the personal data concerning them immediately, provided that one of the reasons stated in Article 17 paragraph 1 of the GDPR applies.

### 7.5 Right to data portability

Any person affected by the processing of personal data shall have the right to receive, in a structured, common and machine-readable format, the personal data relating to them from the responsible party. They also have the right to transfer this data to another person responsible, without hindrance by the responsible party to whom the personal data was provided, provided that the processing is based on the consent pursuant to Article 6 paragraph 1 (a) of the GDPR or Article 9 paragraph 2 (a) of the GDPR, or on a contract pursuant to Article 6 paragraph 1 (b) of the GDPR, and that the processing is carried out using automated procedures.

## 7.6 Right to object

Any person affected by the processing of personal data shall have the right, at any time and for reasons arising from his or her particular situation, to object to the processing of such personal data relating to them pursuant to Article 6 paragraph 1 (e) or (f) of the GDPR. This also applies to any profiling based on these provisions.

In the event of an objection, the company shall no longer process the personal data unless we can establish compelling legitimate grounds for processing that outweigh the interests, rights and freedoms of the affected person, or when the processing is intended to assert, exercise or defend legal claims.

If the company processes personal data for direct mail operations, the affected person has the right to object at any time to the processing of personal data for the purpose of such advertising. This also applies to any profiling, as far as it is associated with such direct mail.

If the affected person objects to the processing for direct marketing purposes, the personal data will no longer be processed for such purposes.

## 7.7 Right to revoke the data consent declaration

Any person affected by the processing of personal data has the right to withdraw consent to the processing of personal data at any time.

You have the right to revoke your data consent declaration at any time. The revocation of consent does not affect the legality of the processing carried out on the basis of the consent until such revocation.

## 7.8 Right to complain to a supervisory authority

Without prejudice to any other administrative or judicial remedy, you shall have the right to complain to a supervisory authority, in the member state of residence, place of work or place of alleged infringement, if you believe that the processing of the personal data concerning you infringes against the GDPR.

## 8. Privacy policy for usage of Google Analytics (with the anonymization function)

The party responsible for the data processing has added the Google Analytics component (with anonymization function) to this website. Google Analytics is a web analytics service. Web analysis refers to the collection and analysis of data about the behaviour of visitors to websites. Among other things, a web analysis service collects data about which website a person was at previously (the referrers), which sub-pages of the website were accessed, and how often and for which length of stay a sub-page was viewed. Web analytics are used for optimizing a website and for the cost-benefit analysis of internet advertising.

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

The responsible party uses the "\_gat.\_anonymizeIp" function for the web analytics supported by Google Analytics. Using this functionality, the IP address of the person's internet connection will be shortened and anonymized by Google if the access to our website is from a member state of the European Union or from another state that is party to the Agreement on the European Economic Area.

The purpose of the Google Analytics component is to analyse visitor flows to our website. Google uses the data and information obtained to evaluate the use of our website, to compile online reports for us that show the activities on our websites, and to provide other services related to the use of our website.

Google Analytics uses a cookie on the computer of the person affected. Cookies have already been defined previously in this statement. By using this cookie, Google is able to analyse the use of our website. Each time one of these pages of the website with a Google Analytics component operated by the responsible party is fetched, the web browser on affected person's computer is automatically asked by the respective Google Analytics component to submit data to Google for online analysis purposes. As part of this technical process, Google will become aware of personal data, such as the IP address of the person concerned. This serves to help Google track the origin of the visitors and clicks, and subsequently earn commissions.

The cookie stores personally identifiable information, including access time, the location from which access was made and the frequency of site visits by the affected person. Each time you visit our web pages, your personal information, including the IP address of the internet connection you are using, is transferred to Google in the United States of America. This personal information is stored by Google in the United States of America. Google may transfer such personal data collected through the technical process to third parties.

The affected person can prevent the usage of cookies by our website, as already shown above, at any time by configuring their web browser accordingly. This would then permanently prevent the use of cookies. Such configuration of the user's web browser would also prevent Google from setting a cookie on the affected person's computer. A cookie already set by Google Analytics can also be deleted at any time using the web browser itself or other software programs.

Furthermore, the affected person has the option of objecting to and preventing the collection of the data generated by Google Analytics for the use of this website, as well as the processing of this data by Google. To do this, the person must download and install a

browser add-on at <https://tools.google.com/dlpage/gaoptout> . This browser add-on informs Google Analytics via JavaScript that no data and information about website visits may be transmitted to Google Analytics. The installation of the browser add-on is considered by Google to be an objection. If the affected person's operating system has been re-installed, the affected person must re-install the browser add-on to disable Google Analytics. If the browser add-on is uninstalled or disabled by the affected person or any other person within their sphere of control, it is possible to reinstall or reactivate this browser add-on.

Additional information and Google's privacy policy can be found at <https://www.google.com/intl/en/policies/privacy/> and <http://www.google.com/analytics/terms/en.html> . Google Analytics is explained in more detail at [https://www.google.com/intl/de\\_de/analytics/](https://www.google.com/intl/de_de/analytics/) .

## 9. Privacy policy on the usage of Sistrix Toolbox

We also use the web analysis tools from the company Sistrix, SISTRIX GmbH, ThomasMann-Str. 37, 53111 Bonn, Germany. This is an analysis tool for improving the searchability of our website in search engines. This plug-in was designed to ensure that all data is encrypted (with https). This plug-in makes search queries to [sistrix.de](http://sistrix.de) and sends an affiliate code with every search request to [sistrix.de](http://sistrix.de) to support our website developers. However, the developer is, to the best of our knowledge, never able to view the requests made. Further information on the collection and use of data by Sistrix can be found at <http://www.sistrix.de/sistrix/datenschutz/> .

## 10. Privacy policy on the usage of YouTube

The responsible party has integrated YouTube components on this website. YouTube is an internet video portal that allows video publishers to freely upload video clips which other users may view, rate and comment on for free. YouTube enables the publication of all types of videos, including complete film and television broadcasts, music videos, trailers and usermade videos.

YouTube's operating company is YouTube, LLC, 901 Cherry Ave., San Bruno, CA 94066, USA. YouTube, LLC is a subsidiary of Google Inc., 1600 Amphitheater Pkwy, Mountain View, CA 94043-1351, USA.

Each time one of the pages is fetched from the website (operated by the responsible party or "controller") in which a YouTube component (YouTube video) has been integrated, the web browser on the subject's computer will automatically be activated by the respective YouTube component so that it downloads an icon of the corresponding YouTube video from YouTube.

More information about YouTube can be found at <https://www.youtube.com/yt/about/en/> . As part of this technical process, YouTube and Google become aware of the specific sub-page of our website that has been visited by the affected person.

If the affected person is logged in to YouTube at the same time, YouTube recognizes that, by fetching a sub-page containing a YouTube video, a specific sub-page of our website was visited by the affected person visits. This information is collected by YouTube and Google and associated with the affected person's YouTube account.

YouTube and Google always receive information through the YouTube component that the affected person has visited our website if that person is simultaneously logged into YouTube when they access our website. This happens regardless of whether the person clicks on a YouTube video or not. If such transfer of this information to YouTube and Google is not desired by the affected person, they can prevent the transfer by logging out of their YouTube account before calling our website.

YouTube's privacy policy, available at <https://www.google.com/intl/en/policies/privacy/>, identifies the collection, processing, and use of personally identifiable information by YouTube and Google.

## 11. Privacy policy on the usage of Google AdWords

The responsible party has integrated Google AdWords into this website. Google AdWords is an internet advertising service that allows advertisers to display both Google and Google Network search engine results. Google AdWords allows an advertiser to specify keywords that will display an ad on Google's search engine results only when the search engine retrieves search results related to those keywords. On the Google Network, ads are distributed to topic-relevant web pages using an automated algorithm according to predefined keywords.

The operating company for the services of Google AdWords is Google Inc., 1600 Amphitheater Pkwy, Mountain View, CA 94043-1351, USA.

The purposes of the usage of Google AdWords are to promote our website by displaying interest-based advertising on third-party websites, to display such ads in the results of the search engine Google, and to display advertisements on our website.

If an affected person reaches our website via a Google ad, a "conversion cookie" will be stored on Google's information technology system by Google. Cookies have already been defined previously in this statement. A conversion cookie expires after thirty days and is not used to identify the affected person. The conversion cookie (if this cookie has not yet expired) is used to trace whether certain sub-pages, such as the shopping cart from an

online shop system, were accessed on our website. The conversion cookie tells both us and Google whether an affected person who came to our website via an AdWords ad generated revenue (i.e. whether they completed or cancelled a purchase).

The data and information collected through the use of the conversion cookie is used by Google to provide visitor statistics for our website. These visitor statistics are then used by us to determine the total number of users who have been sent to us through AdWords ads, so that we can determine the success or failure of each AdWords ad and then optimize our AdWords ads for the future. Neither our company nor any other Google AdWords advertiser receives any information from Google that could identify the affected persons.

The conversion cookie stores personal information, such as the web pages visited by the affected person. Each time you visit our web pages, your personal information, including the IP address of the affected person's internet connection, is transferred to Google in the United States of America. This personal information is stored by Google in the United States of America. Google may transfer such personal data collected through the technical process to third parties.

The affected person can prevent the usage of cookies by our website, as already shown above, at any time by configuring their web browser accordingly. This would then permanently prevent the use of cookies. Configuring the web browser in this way would also prevent Google from setting a conversion cookie on the affected person's computer. In addition, cookies already set by Google AdWords can be deleted at any time using the web browser or other software programs.

The affected person also has the opportunity to object to Google's interest-based advertising. For this, the affected person must access the link [www.google.com/settings/ads](http://www.google.com/settings/ads) from each of the web browsers they use and make the desired settings there.

Additional information and Google's privacy policy can be found at <https://www.google.com/intl/en/policies/privacy/> .

## 12. Privacy policy for online job applications

### 12.1 Job application information

As part of our application process, we collect different types of data. This includes your personal contact information as well as information about your education, work experience and skills. You have the option of sending us electronically stored documents such as a CV, certificates or cover letters.

We do not require any information from you that is not of use, in compliance with the German General Equal Treatment Act (information concerning race, ethnic origin, gender, religion or

belief, disability, age or sexual identity). We also do not ask you to provide information on any illness, pregnancy, ethnic origin, political beliefs, philosophical or religious beliefs, trade union membership, physical or mental health, or sex life. The same applies to content which may violate the rights of third parties (e.g. copyright, press rights or general rights of third parties).

### 12.2 Collection, processing, use and disclosure of your data

In the application process, personal data will only be collected, stored, processed and used for such purposes connected with your application and required for processing your application.

If your job application is successful, the data provided may be used for administrative matters in the context of employment.

Your online application will only be processed and seen by the necessary contact persons.

All employees responsible for such data processing are required to protect the confidentiality of your data. Third parties do not access your data. Your data is processed exclusively in Germany.

### 12.3 Duration of storage

If we are unable to employ you, the data you submitted will be kept for up to six months for the purpose of answering questions related to your application and rejection.

If, however, your application documents are promising but there are no suitable employment openings currently available, you hereby give us your consent to save your data for up to 24 months so that you can be considered and contacted for future job offers.