

# Privacy Policy of Normec Schrader Institute

## 1. General information

Responsible for data processing:

- Institute Dr. Schrader Creachem GmbH
- Institute Dr. Schrader International GmbH

Max-Planck-Str. 6, 37603 Holzminden Tel. 05531 / 9313-0 E-mail: [info-schrader-institute@normecgroup.com](mailto:info-schrader-institute@normecgroup.com)

Data Protection Officer For any further information and explanations, you can contact our data protection officer at any time:

Dr Heiko Nerenz, phone: 05531 / 9313-0, e-mail: [datenschutz-schrader@normecgroup.com](mailto:datenschutz-schrader@normecgroup.com)

## 2. Hosting

The web server for the operation of our website is technically operated by the following external hosting provider

BluelionWebdesign – iosoft-websolutions

Wilhelm Köhler Str. 33a, 86956 Schongau

The personal data collected on this website is stored on the hoster's servers. This may include IP addresses, contact requests, meta and communication data, contract data, contact details, names, website accesses and other data generated via a website.

External hosting is carried out for the purpose of fulfilling the contract with our potential and existing customers (Art. 6 para. 1 lit. b GDPR (General Data Protection Regulation)) and in the interest of a secure, fast and efficient provision of our online offer by a professional provider (Art. 6 para. 1 lit. f GDPR). If a corresponding consent has been requested, the processing is carried out exclusively on the basis of Art. 6 para. 1 lit. a GDPR and § 25 para. 1 TTDSG, insofar as the consent includes the storage of cookies or access to information in the user's end device (e.g. device fingerprinting) within the meaning of the TTDSG. Consent can be revoked at any time.

We have concluded an order processing contract (Art. 28 GDPR) with the above-mentioned service provider. This legally required contract ensures that this provider only processes the personal data of our website visitors in accordance with our instructions and in compliance with the GDPR.

### **3. Purposes and scope of data processing**

Accessing and using the homepage Each time our website is accessed, the following access data is automatically stored in a log file on our host's server for technical reasons:

- Browser type and browser version
- Operating system used
- referrer URL
- Host name of the accessing computer
- Time of the server enquiry
- IP address

We process this data (log files) for the purpose of providing the content of our website, to ensure the functionality of our information technology systems, in particular to defend against attempted attacks on our web server, and to optimise our website. It is not possible for us to draw conclusions about individual persons based on this data. The log file data is stored separately from other personal user data.

The legal basis for the aforementioned data collection is Article 6(1)(f) GDPR. Our legitimate interest in data collection arises from the aforementioned purposes.

This data is generally stored by us for a period of 7 days and then deleted, unless we are legally obliged by third parties to continue storing this data and/or we have specific indications of unlawful use.

Contacting us by e-mail or telephone

If you contact us by e-mail or telephone, we will store and process your enquiry including all personal data (name, enquiry) for the purpose of processing your request. We will not pass on this data without your consent.

This data is processed on the basis of Art. 6 para. 1 lit. b GDPR if your enquiry is related to the fulfilment of a contract or is necessary for the implementation of pre-contractual measures. In all other cases, the processing is based on your consent (Art. 6 para. 1 lit. a GDPR) and/or on our legitimate interests (Art. 6 para. 1 lit. f GDPR), as we have a legitimate interest in the effective processing of the enquiries addressed to us.

The data you send to us via contact requests will remain with us until you ask us to delete it, revoke your consent to storage or the purpose for data storage no longer applies (e.g. after your request has been processed). Mandatory statutory provisions – in particular statutory retention periods – remain unaffected.

**Contact form** You can contact us using the contact form provided on our website. If you send us enquiries in this way, your details from the contact form, including the contact details you provide there, will be stored by us for the purpose of processing the enquiry and in the event of follow-up questions. We will not pass on this data without your consent. This data is processed on the basis of Art. 6 para. 1 lit. b GDPR if your enquiry is related to the fulfilment of a contract or is necessary for the implementation of pre-contractual measures. In all other cases, the processing is based on our legitimate interest in the effective processing of the enquiries addressed to us (Art. 6 para. 1 lit. f GDPR) or on your consent (Art. 6 para. 1 lit. a GDPR) if this has been requested. We will retain the data you provide on the contact form until you request its deletion, revoke your consent for its storage, or the purpose for its storage no longer pertains (e.g. after fulfilling your request). Mandatory statutory provisions – in particular retention periods – remain unaffected.

#### **4. Cookies**

Our Internet pages use so-called “cookies”. Cookies are small data packets and do not cause any damage to your end device. They are stored on your device either temporarily for the duration of a session (session cookies) or permanently (permanent cookies). Session cookies are automatically deleted at the end of your visit. Permanent cookies remain stored on your end device until you delete them yourself or they are automatically deleted by your web browser.

Cookies may originate from us (first-party cookies) or from third-party companies (so-called third-party cookies). Third-party cookies enable the integration of certain services from third-party companies within websites.

Cookies have various functions. Many cookies are technically necessary, as certain website functions would not work without them (e.g. displaying videos). Other cookies can be used to analyse user behaviour or for advertising purposes. Cookies that are required to carry out the electronic communication process, to provide certain functions you have requested or to optimise the website (necessary cookies) are stored on the basis of Art. 6 para. 1 lit. f GDPR, unless another legal basis is specified. The website operator has a legitimate interest in the storage of necessary cookies for the technically error-free and optimised provision of its services. If consent to the storage of cookies and comparable recognition technologies has been requested, the processing is carried out exclusively on the basis of this consent (Art. 6 para. 1 lit. a GDPR and § 25 para. 1 TTDSG); the consent can be revoked at any time. You can set your browser so that you are informed about the setting of cookies and only allow cookies in individual cases, exclude the acceptance of cookies for certain cases or in general and activate the automatic deletion of cookies when closing the browser. If cookies are deactivated, the functionality of this website may be restricted. You can find out which cookies and services are used on this website in this privacy policy.

Consent with ComplianzOur website uses the consent technology of Complianz to obtain your consent to the storage of certain cookies on your end device or to the use of certain technologies and to document these in compliance with data protection regulations. The provider of this technology is Complianz B.V., Kalmarweg 14-5, 9723 JG Groningen, Netherlands (hereinafter referred to as “Complianz”).

Complianz is hosted on our servers, so no connection is established to the servers of the provider of Complianz. Complianz stores a cookie in your browser in order to be able to assign the consents you have given or revoke them. The data collected in this way is stored until you ask us to delete it, delete the Complianz cookie yourself or the purpose for storing the data no longer applies. Mandatory statutory retention obligations remain unaffected. Complianz is used to obtain the legally required consent for the use of cookies. The legal basis for this is Art. 6 para. 1 lit. c GDPR.

## **5. Plugins and tools**

### **Burst Statistics**

This website uses Burst Statistics, a privacy-friendly statistical tool, to analyze visitor behavior. For this function, we (this website) collect anonymized data that is stored locally without sharing it with other parties. For further information, please read Burst’s privacy policy (<https://burst-statistics.com/legal/privacy-statement-eu/>).

### **Google Fonts (local hosting)**

This site uses so-called Google Fonts, which are provided by Google, for the standardised display of fonts. Google Fonts are installed locally. There is no connection to Google servers. Further information about Google Fonts can be found at <https://developers.google.com/fonts/faq> and in Google’s privacy policy: <https://policies.google.com/privacy?hl=de>.

### **Font Awesome (local hosting)**

This site uses Font Awesome for the standardised display of fonts. Font Awesome is installed locally. There is no connection to the servers of Fonticons, Inc. Further information about Font Awesome can be found in the Font Awesome privacy policy at: <https://fontawesome.com/privacy>.

### **Google Maps**

This website uses the map service Google Maps. The provider is Google Ireland Limited (“Google”), Gordon House, Barrow Street, Dublin 4, Ireland. To use the functions of Google Maps, it is necessary to save your IP address. This information is usually transmitted to a Google server in the USA and stored there. The provider of this site has no influence on this data transfer. If Google Maps is activated, Google may use Google Fonts for the purpose of standardising the display of fonts. When you call up Google

Maps, your browser loads the required web fonts into your browser cache in order to display texts and fonts correctly.

The use of Google Maps is in the interest of an appealing presentation of our online offers and to make it easy to find the places we have indicated on the website. This constitutes a legitimate interest within the meaning of Art. 6 para. 1 lit. f GDPR. If a corresponding consent has been requested, the processing is carried out exclusively on the basis of Art. 6 para. 1 lit. a GDPR and § 25 para. 1 TTDSG, insofar as the consent includes the storage of cookies or access to information in the user's terminal device (e.g. device fingerprinting) within the meaning of the TTDSG. Consent can be revoked at any time.

Information about your use of our website (such as your IP address) is transmitted to Google servers and stored there as soon as you access the subpages in which the Google Maps map is integrated; this information may also be transmitted to the servers of Google LLC. in the USA. This occurs regardless of whether Google provides a user account through which you are logged in or whether no user account exists. If you are logged in to Google, your data will be assigned directly to your account. If you do not wish your data to be associated with your Google profile, you must log out before activating the button. Google stores your data (even for users who are not logged in) as usage profiles and analyses them. The collection, storage and evaluation are carried out in accordance with Art. 6 para. 1 lit. f GDPR on the basis of Google's legitimate interest in the display of personalised advertising, market research and/or the needs-based design of Google websites. You have the right to object to the creation of these user profiles, whereby you must contact Google to exercise this right.

If you do not agree to the future transmission of your data to Google in connection with the use of Google Maps, you also have the option of completely deactivating the Google Maps web service by switching off the JavaScript application in your browser. Google Maps and thus also the map display on this website can then not be used.

Data transfer to the USA is based on the standard contractual clauses of the EU Commission. Details can be found here:

<https://privacy.google.com/businesses/gdprcontrollerterms/> and  
<https://privacy.google.com/businesses/gdprcontrollerterms/sccs/>.

You can find more information on the handling of user data in Google's privacy policy:  
<https://policies.google.com/privacy?hl=de>

## **6. Storage duration**

Unless a more specific storage period has been specified in this privacy policy, your personal data will remain with us until the purpose for data processing no longer applies. If you assert a justified request for deletion or revoke your consent to data

processing, your data will be deleted unless we have other legally permissible reasons for storing your personal data (e.g. retention periods under tax or commercial law); in the latter case, deletion will take place after these reasons no longer apply.

## **7. Own services**

### Handling of applicant data

We offer you the opportunity to apply to us (e.g. by e-mail or post). In the following, we inform you about the scope, purpose and use of your personal data collected as part of the application process. We assure you that your data will be collected, processed and used in accordance with applicable data protection law and all other statutory provisions and that your data will be treated in strict confidence.

### Scope and purpose of data collection

If you send us an application, we will process your associated personal data (e.g. contact and communication data, application documents, notes taken during interviews, etc.) insofar as this is necessary for the decision on the establishment of an employment relationship. The legal basis for this is Section 26 of the Federal Data Protection Act (BDSG) under German law (initiation of an employment relationship), Art. 6 para. 1 lit. b GDPR (general contract initiation) and – if you have given your consent – Art. 6 para. 1 lit. a GDPR. Consent can be revoked at any time. Your personal data will only be passed on within our company to persons who are involved in processing your application.

If the application is successful, the data submitted by you will be stored in our data processing systems on the basis of § 26 BDSG and Art. 6 para. 1 lit. b GDPR for the purpose of implementing the employment relationship.

### Retention period of the data

If we are unable to make you a job offer, you reject a job offer or withdraw your application, we reserve the right to retain the data you have submitted on the basis of our legitimate interests (Art. 6 para. 1 lit. f GDPR) for up to 6 months from the end of the application process (rejection or withdrawal of the application). The data will then be deleted and the physical application documents destroyed. The retention serves in particular as evidence in the event of a legal dispute. If it is apparent that the data will be required after the 6-month period has expired (e.g. due to an impending or pending legal dispute), the data will only be deleted when the purpose for further storage no longer applies. Longer storage may also take place if you have given your consent (Art. 6 para. 1 lit. a GDPR) or if statutory retention obligations prevent deletion.

## **8. Your rights as a data subject**

You have the following rights vis-à-vis the controller with regard to your personal data

Right of access, Article 15 GDPR The right of access gives the data subject access to the data concerning them. The exceptions to this right set out in Section 34 BDSG apply.

Right to rectification, Article 16 GDPR The data subject has the option of having incorrect personal data concerning them corrected. Right to rectification and erasure, Article 17 GDPR The right to erasure includes the possibility for the data subject to have data erased by the controller. However, this is only possible if the personal data concerning them is no longer necessary, is being processed unlawfully, consent has been withdrawn and none of the statutory grounds for exclusion apply, see Art. 17 para. 3 GDPR, Section 35 BDSG.

Right to restriction of processing, Article 18 GDPR The right to restriction of processing includes the possibility for the data subject to prevent further processing of personal data for the time being. Restriction is possible above all in the review phase of other rights exercised by the data subject.

Right to data portability, Art. 20 GDPR The right to data portability includes the possibility for the data subject to receive their personal data in a commonly used, machine-readable format in order to forward it to other controllers if necessary. Right to object to the collection, processing and/or use, Art. 21 GDPR You have the right to object to the processing of your personal data if this processing is based on our legitimate interests.

Right to withdraw consent Insofar as the processing pursuant to Art. 6 para. 1 lit. a) GDPR is based on your consent, you can revoke this consent at any time for the corresponding purpose. The legality of the processing remains unaffected until receipt of the revocation. You can assert the aforementioned rights with the data protection officer of the Institute Dr Schrader specified under point 1 of this privacy policy. You also have the right to lodge a complaint with the data protection supervisory authority. Your competent supervisory authority is that of your place of residence. You can find a list of the supervisory authorities here:

<https://www.bfdi.bund.de/DE/Service/Anschriften/Laender/Laender-node.html>