

Privacy Policy of Knappe + Lehbrink Promotion GmbH

Privacy policy and information obligations according to GDPR

Data protection and the protection of your personal data is our top priority. In the following, we inform you about the processing of your personal data on our website. Personal data is processed in accordance with the provisions of the Digital Services Act (DSA), the Telecommunications Digital Services Data Protection Act (TDDSG) and the General Data Protection Regulation (GDPR) as well as the German Federal Data Protection Act (BDSG).

1. Name and address of the controller

Knappe + Lehbrink Promotion GmbH
Maschbruchstraße 22-28
32257 Bünde
represented by the Managing Directors:
Simone Knappe, Oliver Lehbrink
Phone: +49 5223 9270-0
Email: info@kl-promotion.de

2. Contact data of Data Protection Officer

Knappe + Lehbrink Promotion GmbH
c/o Data Protection Officer
Maschbruchstraße 22-28
32257 Bünde
Email: dsgvo@kl-promotion.de

3. Processing of personal data on our website

3.1. Provision of the website and creation of log files

It is not necessary for you to provide personal data simply to visit our website and retrieve the information contained therein.

During your visit to our website, we only collect and use data that your Internet browser automatically transmits to us:

- The date and time you access one of our web pages
- Your browser type
- Your browser settings
- Your IP address
- The pages you have visited

We use this data to technically enable you to visit our website. We also use this data for statistical purposes and to improve the design and layout of our website. We store the IP address for the purposes of ensuring and maintaining IT security (e.g. detection and defence against so-called DOS attacks) and functionality.

The legal basis for the temporary storage of data is Art. 6 para. 1 lit. f GDPR.

3.2. Personal data forms

Personal data is only collected if you provide it voluntarily as part of a contact or product enquiry or as part of an online application.

3.3. Contact form, product enquiry, online application

There are several contact forms on our website that can be used to contact us electronically.

When using these options, the data entered in the input mask is transmitted to us and stored. This data depends on the respective form:

- Title
- Company/department
- First name
- Last name
- Address (street, no., postcode, town, country)
- Email address
- Phone no.
- Cover letter / CV / references

Your consent may be obtained for the processing of the data as part of the sending process and reference will be made to this privacy policy.

The data sent via the form is transmitted to us in encrypted form.

Alternatively, you can contact us via the email address provided. In this case, the user's personal data transmitted with the email will be stored.

3.4. Purposes and legal basis for data processing

The processing of personal data from the input masks serves us solely to process the contact. In the case of contact by email, this also constitutes the necessary legitimate interest in processing the data.

The legal basis for processing the data transmitted in the course of sending an email is Art. 6 para. 1 lit. f GDPR. If the email contact is aimed at concluding a contract, the additional legal basis for the processing is Art. 6 para. 1 lit. b GDPR.

3.5. Duration of storage

Contact forms: If the purpose for storing the data no longer applies, the personal data will be blocked or deleted as long as there are no legal duties of retention to the contrary.

Online application: We store your personal data upon receipt of your application documents. If you are hired, we will store your applicant data for the statutory retention periods. Insofar as we reject your application, we will store your applicant data for six months after rejection of your application, unless you give us your consent to store it for longer.

3.6. Recipients or categories of recipients of the data (insofar as a data transfer takes place)

Within the company, those departments that need your data to fulfil your request will receive it.

3.7. Information on the rights of data subjects

Every data subject has the following data protection rights under the GDPR:

Right to request information

As a data subject, you have the right to request confirmation from the controller as to whether personal data concerning you is being processed; if this is the case, you have a right of access to this personal data (Art. 15 GDPR). You can request the following information:

1. the purposes for which the personal data is processed;
2. the categories of personal data being processed;
3. the recipients or categories of recipients to whom the personal data concerning you have been or will be disclosed;
4. where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;
5. the existence of a right to rectification or deletion of personal data concerning you or to restriction of processing by the controller or a right to object to such processing;
6. the existence of a right of appeal to a supervisory authority;
7. where the personal data are not collected from the data subject, any available information as to their source;
8. the existence of automated decision-making, including profiling, referred to in Art. 22 para. 1 and 4 and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

You also have the right to request information as to whether the personal data concerning you is transferred to a third country or to an international organisation. In this context, you may request to be informed of the appropriate safeguards pursuant to Art. 46 GDPR in connection with the transfer.

Right to rectification

As a data subject, you have the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning you. Taking into account the purposes of the processing, you have the right to have incomplete personal data completed, including by means of providing a supplementary statement (Art. 16 GDPR).

Right to deletion

As the data subject, you have the right to obtain from the controller the deletion of personal data concerning you without undue delay, insofar as one of the following reasons applies:

1. The personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed.
2. The data subject revokes the consent on which the processing was based pursuant to Art. 6 para. 1 lit. a or Art. 9 para. 2 lit. a and there is no other legal basis for the processing.
3. The data subject objects to the processing pursuant to Article 21 para. 1 and there are no overriding legitimate grounds for the processing, or the data subject objects to the processing pursuant to Article 21 para. 2.

If the controller has made the personal data concerning you public and is obliged to delete it for the above reasons, it shall take appropriate measures, including technical measures, taking into account the available technology and the implementation costs, to inform data controllers who process the personal data that a data subject has requested the deletion of all links to this personal data or of copies or replications of this personal data.

This right to deletion does not apply if the processing is necessary

1. for exercising the right of freedom of expression and information;
2. for compliance with a legal obligation which requires processing by Union or member state law to which the controller is subject or for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
3. for reasons of public interest in the area of public health in accordance with Art. 9 para. 2 lit. h and i and Art. 9 para. 3;
4. for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Art. 89 para. 1, insofar as the right referred to in para. 1 is likely to render impossible or seriously impair the achievement of the objectives of that processing; or
5. for the establishment, exercise or defence of legal claims.

Right to restriction of processing

You have the right to obtain from the controller restriction of processing where one of the following applies:

1. the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data;
2. the processing is unlawful and the data subject opposes the deletion of the personal data and requests the restriction of their use instead;
3. the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims; or
4. the data subject has objected to processing pursuant to Art. 21 para. 1 pending the verification whether the legitimate grounds of the controller override those of the data subject.

Where processing has been restricted, such personal data shall, with the exception of storage, only be processed with your consent or for the establishment, exercise or defence of legal claims or for the protection of the

rights of another natural or legal person or for reasons of important public interest of the Union or of a member state.

If you have obtained restriction of processing, you will be informed by the controller before the restriction of processing is lifted.

Right to object

As the data subject, you have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you which is based on Art. 6 para. 1 lit. e or f GDPR. This also applies to profiling based on these provisions.

In the event of an objection, the controller will no longer process the personal data unless we can demonstrate compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims.

If the controller processes personal data for direct marketing purposes, you have the right to object at any time to the processing of your personal data for the purpose of such advertising. This also applies to profiling insofar as it is associated with such direct advertising. If you object to the controller to the processing for direct marketing purposes, the controller will no longer process the personal data for these purposes.

If you wish to exercise your right to object, simply send us a message (see item II for contact details).

Furthermore, in connection with the use of information society services - notwithstanding Directive 2002/58/EC - you have the option of exercising your right to object by means of automated procedures that use technical specifications.

Right to revoke consent under data protection law

You have the right to revoke your declaration of consent under data protection law at any time with effect for the future. The revocation shall not affect the legality of the processing carried out on the basis of the consent until the revocation.

Right to information

Insofar as you have asserted the right to rectification, deletion or restriction of processing against the controller, the controller is obliged to notify all recipients to whom the personal data concerning you have been disclosed of this rectification or deletion of the data or restriction of processing, unless this proves impossible or involves a disproportionate effort.

You have the right vis-à-vis the controller to be informed about these recipients.

Right to data portability

You have the right to receive the personal data concerning you, which you have provided to the controller, in a structured, commonly used and machine-

readable format. You also have the right to transmit this data to another controller without hindrance from the controller to which the personal data has been provided, insofar as

1. the processing is based on consent pursuant to Art. 6 para. 1 lit. a or Art. 9 para. 2 lit. a or on a contract pursuant to Art. 6 para. 1 lit. b and
2. the processing is carried out by automated means.

In exercising this right, you also have the right to have the personal data transmitted directly from one controller to another, where technically feasible. You do not have the right to data portability if the processing of the data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

To exercise your above-mentioned rights and to revoke your consent, please contact the email address provided in the legal notice.

Right to lodge a complaint

You have the right to lodge a complaint with a supervisory authority. You can assert this right with a supervisory authority in the member state of your place of residence, your place of work or the place of the alleged infringement.

Before you contact the competent supervisory authority with a complaint, we would ask you to clarify this matter with our data protection officer.

3.8. Planned data transfer to third countries

There is currently no data transfer to third countries and there are no plans to do so in the future.

4. Use of cookies

We use so-called "cookies" on our website. These are small text files that are sent from our web server to your computer in order to identify it for the duration of your visit. We do not collect any personal data via these cookies.

It is also possible to view our website without saving cookies. You can deactivate the storage of cookies in the settings of your browser or set it so that it informs you about the intended storage by a website. In this case, you decide whether to accept the cookie. For technical reasons, however, it is necessary to allow all temporary cookies for our website to function fully.

Adjusting cookie settings

5. Google Analytics

This website uses Google Analytics, a web analytics service from Google Inc. ("Google"). This collects and stores data from which user profiles are created using pseudonyms. These user profiles are used to analyse visitor behaviour and are evaluated in order to improve our website and tailor it to your needs. Google Analytics uses so-called "cookies", which are text files stored on your computer to facilitate analysis of your use of the website. Information on your use of the website generated by the cookies (including parts of your IP address) is transmitted to a Google server in the USA and stored there. Google

will use this information to analyse your use of the website, assemble reports on website activities for the site operator, and provide further services associated with website and internet usage. In addition, Google may transmit this information to third parties if this is required by law, or insofar as the third parties process this data on behalf of Google. Google will never combine your IP address with other data in Google's possession. We will also not merge the pseudonymised user profiles with personal data about the bearer of the pseudonym without your express consent, which must be given separately. Data collection for usage statistics and transmission to Google takes place with the extended code "gat._anonymizeIp()". The collection of IP addresses is therefore anonymised (so-called "IP masking"). Google is certified under the EU-US Data Privacy Framework to guarantee the level of data protection in the event of any processing in the USA.

6. LinkedIn

We use functions of the LinkedIn network of the LinkedIn Corporation, 2029 Stierlin Court, Mountain View, CA 94043, USA. We would like to inform you that when you visit our pages that contain LinkedIn functions, a connection to LinkedIn servers is established. LinkedIn receives information that you have visited our website with your IP address. If you click on the LinkedIn button and are logged into your LinkedIn account, LinkedIn is able to associate your visit to our website with your user account. We would like to point out that we have no knowledge of the content of the transmitted data or its use by LinkedIn. If you do not wish this to happen, you must first log out of your LinkedIn account. Further information can be found in LinkedIn's privacy policy:

<https://linkedin.com/legal/privacy-policy>

7. XING

We use the services of New Work SE, Dammtorstraße 30, 20354 Hamburg, Germany ("Xing").

We would like to point out that you use this Xing page and its functions on your own responsibility. This applies in particular to the use of the interactive functions (e.g. commenting, sharing, rating). When you visit our Xing page, Xing collects, among other things, your IP address and other information obtained via cookies stored in your browser.

Xing is solely responsible for processing the data collected about you in this context. What information Xing receives and how it is processed is described in Xing's privacy policy, which is available at the following link:

<https://privacy.xing.com/de/datenschutzerklaerung>

8. Security measures

We use technical and organisational security measures to protect personal data, in particular against accidental or intentional manipulation, loss, destruction or access by unauthorised persons. Our security measures are continuously improved in line with technological developments. We would like to

point out that, despite all security measures, it is possible for third parties to gain knowledge of or falsify this data when data is transmitted on the Internet.

9. Contact

If you have any questions or suggestions regarding this privacy policy, please contact us at the address given in the legal notice.

10. Updates to our data protection guidelines

The ongoing technical development in the field of IT technology and the Internet also requires an adaptation of the existing privacy policy. We therefore reserve the right to make additions or changes to this privacy policy.