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	(Information on the processing of personal data pursuant to Art. 13, 14 GDPR)	

Data protection declaration

We take the protection of your personal data very seriously and treat your personal data confidentially and in accordance with the statutory data protection regulations. This data protection declaration informs you about the details.

1. Authority responsible for processing

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2. Data Protection Officer of the Authority responsible for processing

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 Germany
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3. Processing steps:

3.1. Data protection in the context of the implementation of pre-contractual measures or for the fulfillment of a contract

3.1.1. Type of data

Relevant personal data that we process are:

- Personal master data (name, address and other contact details)
- Communication data (for example, telephone, e-mail)
- Contract master data (contractual relationship, product or contractual interest)
- Customer history
- Contract billing and payment data
- Planning and control data

3.1.2. Purpose and legal basis of processing

We process your data for the purpose of processing an enquiry from you or a contractual relationship with you (provision of goods and services).

The processing of your personal data is carried out:

- for the fulfillment of a contract with you or for the implementation of pre-contractual measures, which are carried out at the request of the data subject (Art. 6 para. 1 lit. b GDPR)
- If the scope of the processing goes beyond this, we will ask you for your consent (Art. 6 para. 1 lit. a GDPR)

3.1.3. Sources

We process personal data only that we receive from you directly or ~from another person (e.g. a colleague) in the context of your enquiry or a contractual relationship with you.

Moreover, if required, we process personal data that we receive from third parties (for example, from courts, authorities, agencies or insurance companies).

3.1.4. Recipients of personal data

In the course of processing, your data will be transferred to specialist departments within our company and within our group of companies or within affiliated companies, and in individual cases to distributors or affiliated companies in third countries.

Furthermore, data may be transferred outside our company to customers, suppliers, distributors, authorities, banks, service providers such as service data centers and remote maintenance.

If data is transferred to third countries, the transfer is either permitted by a condition of Art. 49 para. 1 and 2 EU-GDPR based on your informed consent or based on a contract / a pre-contractual measure at the request of the data subject or we have guarantees for the data protection compliant processing of your data in the third countries (Art. 46 para. 2 & 3 GDPR).

3.1.5. Storage

The data is stored at least for the duration of the business relationship (for example, your enquiry / for the duration of the contractual relationship). In most cases, we are bound by the legally prescribed retention periods. After this maximum storage period has expired, your data will be deleted unless there is another important reason to the contrary.

3.2. Data protection within the scope of access restrictions

If access restrictions apply due to an infectious situation or similar reasons, we process data, possibly also data of special categories of you.

3.2.1. Type of data

Relevant personal data that we process are:

- Personal master data (name, address and other contact details)
- Communication data (for example, telephone, e-mail)
- Health data
- Residence data
- Social contact data

3.2.2. Purpose and legal basis of processing

We process your data within the framework of the applicable laws and regulations. These are primarily the Infection Protection Act and the ordinances based on it.

The processing therefore takes place either

- for the implementation of protective measures (Art. 9 para. 2 lit. i GDPR)

3.2.3. Sources

We only process personal data that we receive from you in the course of your visit.

3.2.4. Recipients of personal data

Within the scope of processing, your data will be transferred to specialist departments within our company and possibly within our group of companies.

If necessary, the data will be transferred to the health authority within the framework of the legal provisions.

3.2.5. Storage

After completion, the data is stored for the period stipulated in the respective legal regulation.

3.3. Data protection within the scope of video surveillance

Our premises with its entrances as well as the exterior of the buildings located on it are monitored with the help of video cameras.

3.3.1. Type of data

Relevant personal data that we process are:

- Image data
- Video data
- Date
- Time
- Conduct data

3.3.2. Purpose and legal basis of processing

We process this data in the legitimate interest of protecting the grounds and buildings. The goal is to protect against vandalism as well as burglary and related offenses. If we evaluate the recordings and identify the persons concerned, they are notified immediately.

Processing is therefore carried out on the basis of

- Art. 6 para. 1 lit. f GDPR

3.3.3. Sources

We only process personal data that we receive from you in the course of your visit.

3.3.4. Recipients of personal data

Within the scope of processing, your data will be transferred to specialist departments within our company and possibly within our group of companies.

3.3.5. Storage

Storage takes place for 72 hours. If further clarification is required during the evaluation, the data will be stored until the purpose of the recording has been fulfilled.

3.4. Data protection within the scope of remote maintenance

3.4.1. Type of data

Relevant personal data that we process are:

- Personal master data (name, address and other contact details)

- Recording of the meetings with all contents

3.4.2. Purpose and legal basis of processing

We process your data for the purpose of processing the contractual relationship with you (provision of services, in this case: remote maintenance) and on the basis of an agreement pursuant to Art. 28 para. 3 GDPR.

The processing of your personal data is carried out:

- for the fulfillment of a contract with you (Art. 6 para. 1 lit. b GDPR)
- If the scope of the processing goes beyond this, we will ask you for your consent (Art. 6 para. 1 lit. a GDPR)

3.4.3. Sources

We only process personal data that we receive directly through them in the scope of remote maintenance.

3.4.4. Recipients of personal data

Within the scope of processing, your data will be transferred to specialist departments within our company. Furthermore, data may be transferred outside our company to service providers such as service data centers and remote maintenance operators.

If data is transferred to third countries, the transfer is either permitted by a condition of Art. 49 para. 1 and 2 EU-GDPR based on your informed consent or based on a contract / a pre-contractual measure at the request of the data subject or we have guarantees for the data protection compliant processing of your data in the third countries (Art. 46 para. 2 & 3 GDPR).

3.4.5. Storage

The data is stored for the period necessary for reasons of proof and for a maximum of 3 months. After this maximum storage period has expired, your data will be deleted unless there is another important reason to the contrary.

3.5. Data protection in the scope of the customer portal

3.5.1. Type of data

Relevant personal data that we process are:

- Personal master data (name, e-mail address)
- Authentication data
- Usage data

3.5.2. Purpose and legal basis of processing

We process your data for the purpose of handling the contractual relationship with you (provision of services, here: use of the customer portal).

The processing of your personal data is carried out:

- for the fulfillment of a contract with you (Art. 6 para. 1 lit. b GDPR)
- If the scope of the processing goes beyond this, we will ask you for your consent (Art. 6 para. 1 lit. a GDPR)

3.5.3. Sources

We only process personal data that we receive directly from you in the scope of using the customer portal.

3.5.4. Recipients of personal data

Within the scope of processing, your data will be transferred to specialist departments within our company. Furthermore, data may be transferred to bodies outside our company, such as service data centers and remote maintenance operators.

If data is transferred to third countries, the transfer is either permitted by a condition of Art. 49 para. 1 and 2 EU-GDPR based on your informed consent or based on a contract / a pre-contractual measure at the request of the data subject or we have guarantees for the data protection compliant processing of your data in the third countries (Art. 46 para. 2 & 3 GDPR).

3.5.5. Storage

The storage is carried out for the duration of the validity of your account in the customer portal; after deletion of this account, they are anonymised.

3.6. Data protection in the scope of the academy

3.6.1. Type of data

Relevant personal data that we process are:

- Personal master data (name, e-mail address)
- Employer data
- Authentication data
- Training data
- Usage data

3.6.2. Purpose and legal basis of processing

We process your data for the purpose of handling the contractual relationship with you (provision of services, here: use of the customer portal).

The processing of your personal data is carried out:

- for the fulfillment of a contract with you (Art. 6 para. 1 lit. b GDPR)
- If the scope of the processing goes beyond this, we will ask you for your consent (Art. 6 para. 1 lit. a GDPR)

3.6.3. Sources

We only process personal data that we receive directly from you in the scope of using the academy.

3.6.4. Recipients of personal data

Within the scope of processing, your data will be transferred to specialist departments within our company. Furthermore, data may be transferred to bodies outside our company, such as service data centers and remote maintenance operators.

If data is transferred to third countries, the transfer is either permitted by a condition of Art. 49 para. 1 and 2 EU-GDPR based on your informed consent or based on a contract / a pre-contractual measure at the request of the data subject or we have guarantees for the data protection compliant processing of your data in the third countries (Art. 46 para. 2 & 3 GDPR).

3.6.5. Storage

The storage is carried out for the duration of the validity of your account in the academy portal; after deletion of this account, they are anonymised.

3.7. Data protection in the scope of our social media channels

3.7.1. Type of data

Relevant personal data that we process are:

- User name
- Number of visits on the respective channel
- Activities on the respective channel
- Cumulated and anonymous data for statistical evaluations
- Log data, to ensure security or IT systems

3.7.2. Purpose and legal basis of processing

We process your data in the scope of your visit to our social media channels in the form of cumulative statistics in order to further develop and optimize these channels.

- The processing is carried out on the basis of legitimate interest (Art. 6 para. 1 lit. f GDPR).

3.7.3. Sources

We only process personal data that we receive directly from you in the course of your visit; we receive the anonymised statistical data from the provider of the respective social media platform.

3.7.4. Recipients of personal data

Within the scope of processing, your data will be transferred to specialist departments within our company.

3.7.5. Storage

The storage takes place until the purpose of the processing has been achieved. In some cases, we are bound by the legally prescribed retention periods. After this maximum storage period has expired, your data will be deleted unless there is another important reason to the contrary.

3.8. Data protection in the scope of marketing

3.8.1. Type of data

Relevant personal data that we process are:

- Personal master data (name, address and other contact details)
- Communication data (for example, telephone, e-mail)
- Information (from third parties, for example credit agencies, or from public directories)
- Log data, to ensure security or IT systems

3.8.2. Purpose and legal basis of processing

We process your data within the scope of existing customer relationships if we would like to inform you about similar goods or services or if we have received your consent to do so.

- The processing is therefore carried out either on the basis of legitimate interest (Art. 6 para. 1 lit. f GDPR),

- for the performance of a contract with you or for the implementation of pre-contractual measures, which are carried out at the request of the data subject (Art. 6 para. 1 lit. b GDPR) or
- on the basis of your consent (Art. 6 para. 1 lit. a GDPR).

In any case, the processing of your personal data is carried out in compliance with the provisions of Section 7 para. 3 UWG (law against unfair competition).

3.8.3. Sources

We only process personal data that we receive directly from you in the scope of your enquiry or a contractual relationship with you.

3.8.4. Recipients of personal data

In the course of processing, your data will be transferred to specialist departments within our company and within our group of companies or within affiliated companies, in individual cases to group subsidiaries, distributors or affiliated companies in third countries.

Furthermore, data may be transferred outside our company to service providers such as service data centers as well as marketing agencies.

If data is transferred to third countries, the transfer is either permitted by a condition of Art. 49 para. 1 and 2 EU-GDPR based on your informed consent or based on a contract / a pre-contractual measure at the request of the data subject or we have guarantees for the data protection compliant processing of your data in the third countries (Art. 46 para. 2 & 3 GDPR).

3.8.5. Storage

The data is stored at least for the duration of the business relationship (for example, your enquiry / for the duration of the contractual relationship). In most cases, we are bound by the legally prescribed retention periods. After this maximum storage period has expired, your data will be deleted unless there is another important reason to the contrary.

3.9. Data protection in the scope of online events

3.9.1. Type of data

Relevant personal data that we process are:


- Personal master data (name, address and other contact details)
- Communication data (for example, telephone, e-mail)
- Log data, to ensure security or IT systems
- Participation data
- Registration data

3.9.2. Purpose and legal basis of processing

We process your data within the scope of existing and prospective customer relationships when we give you the opportunity to register for an online event.

The processing is therefore carried out either on the basis of legitimate interest (Art. 6 para. 1 lit. f GDPR) or

- for the fulfillment of a contract with you or for the implementation of pre-contractual measures, which are carried out at the request of the data subject (Art. 6 para. 1 lit. b GDPR) or

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- on the basis of your consent (Art. 6 para. 1 lit. a GDPR).

3.9.3. Sources

We only process personal data that we receive directly from you in the scope of your registration or a contractual relationship with you.

3.9.4. Recipients of personal data

Within the scope of processing, your data will be transferred to specialist departments within our company.

Furthermore, data may be transferred outside our company to service providers such as service data centers.

If data is transferred to third countries, the transfer is either permitted by a condition of Art. 49 para. 1 and 2 EU-GDPR based on your informed consent or based on a contract / a pre-contractual measure at the request of the data subject or we have guarantees for the data protection compliant processing of your data in the third countries (Art. 46 para. 2 & 3 GDPR).

3.9.5. Storage

The data is stored at least until the purpose is fulfilled (participation on the online event) or, in the case of consent, until the purpose of the consent expires. After this maximum storage period has expired, your data will be deleted unless there is another important reason to the contrary.

3.10. **Data protection in the context of your visit to us**

3.10.1. *Type of data*

Relevant personal data that we process are:

- Personal master data (name, address, company affiliation)
- The start and end time of the visit
- The purpose of the visit
- The person visited

3.10.2. *Purpose and legal basis of processing*

We process your data in the scope of existing or prospective customer relationships. In addition, we process your data based on information security management requirements.

The processing is therefore carried out either on the basis of legitimate interest (Art. 6 para. 1 lit. f GDPR) or

- for the fulfillment of a contract with you or for the implementation of pre-contractual measures, which are carried out at the request of the data subject (Art. 6 para. 1 lit. b GDPR).

3.10.3. *Sources*

We only process personal data that we directly receive from you in the course of your visit.

3.10.4. *Recipients of personal data*

Within the scope of processing, your data will be transferred to specialist departments within our company.

Furthermore, data may be transferred outside our company to service providers such as service data centers.

If data is transferred to third countries, the transfer is either permitted by a condition of Art. 49 para. 1 and 2 EU-GDPR based on your informed consent or based on a contract / a pre-contractual measure at the request of the data subject or we have guarantees for the data protection compliant processing of your data in the third countries (Art. 46 para. 2 & 3 GDPR).

3.10.5. *Storage*

The data is stored for a further 3 months after the purpose has been fulfilled. After this maximum storage period has expired, your data will be deleted unless there is another important reason to the contrary.

3.11. ***Data protection within the scope of correspondence***

We would like to point out that the transmission of data via e-mail can have security gaps and the transmission is generally only encrypted for transport. If you do not wish this, more efficient encryption methods must be used.

3.11.1. *Type of data*

Relevant personal data that we process are:

- Personal master data (name, address and other contact details)
- Communication data (for example, telephone, e-mail)

Moreover, all data that are content of the communication, which can be the following, among others:

- Contract master data (contractual relationship, product or contractual interest)
- Customer history
- Contract billing and payment data
- Planning and control data

3.11.2. *Purpose and legal basis of processing*

We process your data within the framework of the legal basis present in the correspondence. This can be, for example, an enquiry, an order, project reference or similar.

The processing therefore takes place either

- on the basis of legitimate interest (Art. 6 para. 1 lit. f GDPR),
- for the fulfillment of a contract with you or for the implementation of pre-contractual measures, which are carried out at the request of the data subject (Art. 6 para. 1 lit. b GDPR) or
- on the basis of your consent (amongst others by implication) (Art. 6 para. 1 lit. a GDPR).

3.11.3. *Sources*

We only process personal data that we receive from you in the course of the correspondence.

3.11.4. *Recipients of personal data*

In the course of processing, your data will be transferred to specialist departments within our company and within our group of companies or within

affiliated companies, and in individual cases to distributors or affiliated companies in third countries.

Furthermore, data may be transferred outside our company to service providers such as service data centers as well as marketing agencies. If data is transferred to third countries, the transfer is either permitted by a condition of Art. 49 para. 1 and 2 EU-GDPR based on your informed consent or based on a contract / a pre-contractual measure at the request of the data subject or we have guarantees for the data protection compliant processing of your data in the third countries (Art. 46 para. 2 & 3 GDPR).

3.11.5. Storage

The data is stored at least for the duration of the business relationship (for example, your enquiry / for the duration of the contractual relationship). In most cases, we are bound by the legally prescribed retention periods. After this maximum storage period has expired, your data will be deleted unless there is another important reason to the contrary.

3.12. **Data protection within the scope of applications**

We process all data that you provide to us within the scope of an application.

3.12.1. Type of data

Relevant personal data that we process are:

- Personal master data (name, address and other contact details)
- Communication data (for example, telephone, e-mail)
- Qualification data
- Curriculum vitae data
- If applicable, special categories of personal data (religion, trade union membership)
- Other data contained in your application
- Dates

3.12.2. Purpose and legal basis of processing

We process your data as part of the application process in preparation for your contractual relationship with us.

The processing therefore takes place either

- for the implementation of pre-contractual measures, which are carried out at the request of the data subject (Art. 6 para. 1 lit. b GDPR in conjunction with Art. 88 GDPR in conjunction with § 26 BDSG (Federal Data Protection Act))

3.12.3. Sources

We only process personal data that we receive from you in the scope of your application.

3.12.4. Recipients of personal data

Within the scope of processing, your data will be transferred to specialist departments within our company and possibly within our group of companies.

When you use WhatsApp Business to send us your application request, WhatsApp Business processes a wide variety of data from you, including data that are not in conjunction to the actual message. We have no influence on

this processing and it is initiated solely by your decision to use WhatsApp Business. For more details, please refer to the privacy information of WhatsApp Business at <https://www.whatsapp.com/legal/privacy-policy-eea>.

3.12.5. Storage

After completion of the application process, the data is stored either for the duration of your employment contract or, in the event of an unsuccessful application, for 6 months after rejection. If we would like to store your data for longer, we will ask you for consent. After this maximum storage period has expired, your data will be deleted. The metadata of the application will be stored for a further 3 years.

4. Rights of the persons affected

The following rights arise for you from the processing of your personal data by the authority responsible for processing:

- The right of access (if we process personal data about you, on request we will provide you with information about the exact circumstances)
- The right to erasure of data (in certain circumstances, which may need to be clarified)
- The right to be forgotten (if data has been transferred, we must ask the recipient to delete it)
- The right to data portability (if you wish, we must transfer the data to a third party in a machine-readable form)
- The right to rectify the category of data (if this is incorrect)
- The right to object to the processing activity (under certain circumstances, where applicable, these may need to be clarified)
- The right to rectification if the data are inaccurate.
- The right to complain to the supervisory authority. (Complaints are dealt with by the supervisory authority responsible for you under the so-called "one-stop-shop" principle.) This is either the supervisory authority of your country or, in the Federal Republic of Germany, of your federal state. You can find a list of the federal states of Germany here: https://www.datenschutz-wiki.de/Aufsichtsbehörden_und_Landesdatenschutzbeauftragte

5. Reasons for provision

Within the scope of our business relationship, you only have to provide us with the personal data that is necessary for the processing of the legal transaction. In case of non-provision, a business relationship is not possible.

6. Others

There is no automated decision-making. At the same time, we do not process your data with the goal of evaluating certain personal aspects (profiling).