

Information pursuant to Art. 13 GDPR

The protection of your personal data is of particular concern to us. We therefore process your personal data ("data" for short) exclusively on the basis of the statutory provisions. With this privacy policy, we wish to inform you comprehensively about the processing of your data in our company and the data protection claims and rights to which you are entitled within the meaning of Art. 13 of the European General Data Protection Regulation (EU GDPR).

1. Who is responsible for data processing and who can you contact?

Responsible is

F & K DELVOTEC Bondtechnik GmbH

Daimlerstraße 5, 85521 Ottobrunn

Email: datenschutz@de.fkdelvotec.com

Tel.: +49 89 62995 0

The company data protection officer is

Richard Söldner

Projekt 29 GmbH & Co. KG

Ostengasse 14

93047 Regensburg

Email: rs@projekt29.de

Tel.: 0941-2986930

2. What data are processed and from what sources do these data originate?

We process the data that we have received from you in the context of the initiation or processing of the contract, on the basis of consents, in the context of your application to us for a job or in the context of your employment with us.

Personal data includes:

Your master/contact data; for service providers and work contract partners this includes first and last name, email address and telephone number.

3. For what purposes and on what legal basis is the data processed?

We process your data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Federal Data Protection Act 2018 in the currently applicable versions:

- **for the fulfilment of (pre-)contractual obligations (Art. 6 para. 1 (b) GDPR):**
The processing of your data takes place for the processing of the contract online or in one of our branches, or for the processing of your employment contract in our company. The data will be processed in particular when initiating business and when executing the contracts with you.

4. Am I obliged to provide data?

The processing of your data is necessary for the conclusion or fulfilment of the contract that you entered into with us. If you do not provide us with these data, we will usually have to refuse to conclude the contract or will no longer be able to execute an existing contract and consequently

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have to terminate it. However, you are not obliged to give your consent to data processing with regard to data that are not relevant for the fulfilment of the contract or that are not required by law.

5. Who receives my data?

If we use a service provider for order processing, we still remain responsible for the protection of your data. All processors are contractually obliged to treat your data confidentially and to process them only in the context of the provision of services. The processors commissioned by us receive your data if they need the data to render their respective services. These are, for example, IT service providers that we need for the operation and security of our IT system as well as advertising agencies and list brokers for our own advertising campaigns.

Your data will be processed in our database. The database supports the improvement of the quality of the existing service provider data (duplicate cleansing, moved/deceased marks, address correction), and enables the enrichment with data from public sources.

These data are made available to the Group companies if necessary for the processing of the contract. Service provider data is stored separately and in relation to the specific company, and our parent company acts as a service provider for the individual participating companies.

If there is a legal obligation as well as in the context of legal proceedings, authorities and courts as well as external auditors may receive your data.

In addition, for the purpose of contract initiation and fulfilment, insurance companies, banks, credit agencies and service providers may receive your data.

6. How long will my data be stored?

We process your data up to one year after the end of the business relationship or until the expiry of the applicable statutory retention periods (e.g. those arising from the German Commercial Code, the German Tax Code or the German Working Hours Act) and in addition until the end of any legal disputes in which the data are required as proof.

7. Are personal data transferred to a third country?

In principle, we do not transmit any data to a third country. In individual cases, a transfer will only take place on the basis of an adequacy decision of the European Commission, standard contractual clauses, suitable guarantees or your express consent.

8. What data protection rights do I have?

You have a right at any time to obtain information about your stored data as well as a right to correction, deletion or restriction of the processing of your stored data, a right to object to the processing as well as a right to data portability and to lodge a complaint in accordance with the requirements of data protection law.

Right to information:

You can demand information from us as to whether and to what extent we process your data.

Right to correction:

If we process your data and they are incomplete or incorrect, you can at any time demand that we complete or correct them.

Right to deletion:

You can demand that we delete your data if we process it unlawfully or if the processing disproportionately interferes with your legitimate protection interests. Please note that there may be reasons that prevent immediate deletion, e.g. in the case of legally regulated retention obligations.

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Irrespective of the exercising of your right to deletion, we will delete your data immediately and completely unless this is opposed by a legal or statutory retention obligation.

Right to restriction of processing:

You can demand that we restrict the processing of your data if

- you dispute the accuracy of the data for a period of time that allows us to verify the accuracy of the data.
- the processing of the data is unlawful, but you reject deletion and instead demand a restriction of the use of the data,
- we no longer need the data for the intended purpose, but you still need these data to assert or defend legal claims, or
- you have objected to the processing of the data.

Right to object:

If we process your data on the basis of legitimate interest, you can object to this at any time; this would also apply to profiling based on those provisions. We will then no longer process your data unless we can demonstrate compelling legitimate grounds for the processing that override your interests, rights and freedoms or if the processing serves to assert, exercise or defend legal claims. You can object to the processing of your data for the purpose of direct advertising at any time without giving reasons.

Right to data portability:

You can demand that we make the data that you have provided to us available to you in a structured, commonly used and machine-readable format and that you can transmit these data to another controller without hindrance from us, provided that

- we process this data on the basis of a revocable consent given by you or for the fulfilment of a contract between us, and
- this processing is carried out by automated means.

If technically feasible, you can demand that we transmit your data directly to another controller.

Right to lodge a complaint:

If you are of the opinion that our processing of your data violates German or European data protection laws, we kindly request you to contact us in order to clarify any questions. Of course, you also have the right to contact the supervisory authority responsible for you, which in Germany is the respective State Office of Data Protection Supervision.

If you wish to assert any of the aforementioned rights against us, please contact our data protection officer. In case of doubt, we may request additional information to confirm your identity.

Right to revoke consent

If we process your data on the basis of your consent, you can revoke it at any time without affecting the legality of the processing carried out on the basis of the consent up until the revocation.