

## Privacy policy

The following text provides you with information about how we process your personal data as part of our internet offer.

### Controller

Wiedemann GmbH  
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Management Board: Klaus Wiedemann, Susanne Wiedemann-Grabert

### Contact data protection officer

[datenschutz@wiedemann-technik.de](mailto:datenschutz@wiedemann-technik.de)

### When do we process which personal data?

We process your personal data in the following cases:

- a. If you visit our website the browser used on your terminal will automatically send information to our website server. This information will be stored temporarily in a so-called logfile. The following information will be recorded here without any actions from you and stored until it is automatically erased:
  - IP address of the requesting computer,
  - Date and time of the access,
  - Name and URL of the file called up,
  - Website from which access was made (referrer URL),
  - Browser and if necessary the operating system on your computer and the name of your access provider.

Furthermore, we use cookies and analysis services during visits to our website. You will find more information about this under the point "Analysis tools".

- b. If you have any questions at all and if you would like to make an appointment, you can contact us using the contact form provided on the website. It is necessary to disclose a valid email address, telephone number and your name here so that we know where the enquiry comes from and can answer it. Additional disclosures can be given voluntarily.
- c. If you want to send us a job application to apply for an advertised position or as a speculative application, we will process the documents you send and your personal data.
  - For speculative applications we require your name, address and other contact details, date and place of birth, nationality and qualification papers. Furthermore, you can inform us of additional voluntary data at explains why, in your opinion, an employment relationship would be beneficial.

## **Purposes of data processing**

We only use the personal data you actively inform us about for the agreed purpose and only to the required extent.

a. We will process the data specified for the following purposes:

- Guaranteeing a smooth connection on the website,
- Guaranteeing convenient use of our website,
- Evaluating system security and stability and
- For additional administrative purposes.

The legal basis for data processing is Art. 6 (1) sentence 1 f) GDPR. Our justified interest results from the data collection purposes listed above. We will not under any circumstances use the data collected for the purposes of drawing conclusions about you.

b. Data processing for the purposes of making contact with us is carried out as per Art. 6 (1) sentence 1 b) GDPR on the basis of a pre-contractual measure. If a contract is concluded, the data can be included in our customer support system. The data will not be processed for any additional purposes.

c. Data processing serves the purposes of establishing and conducting an employment relationship as per Art. 88 GDPR in combination with section 26 BDSG (German Data Protection Act). In the event of a positive decision, the personal data will go into our HR files and follow the purposes of the procedure "Employee Administration".

## **Categories of recipients of personal data**

Your personal data will not be transmitted to third parties for any purposes other than those detailed below.

We will only transmit your personal data to third parties if:

- You have given your explicit consent to this as per Art. 6 (1) sentence 1 a) GDPR,
- transfer is required as per Art. 6 (1) sentence 1 f) GDPR to assert, exercise or defend against legal claims and there is no reason to assume that you have an interest requiring protection in the non-transfer of your data that outweighs this,
- in the case there is a legal obligation for the transfer as per Art. 6 (1) sentence 1 c) GDPR and
- this is legally permissible and required as per Art. 6 (1) sentence 1 b) GDPR to settle contractual relationships with you.

**Data will only be transmitted to third countries if you have given us your consent.**

## **PERIOD FOR WHICH PERSONAL DATA IS STORED**

a) Cookies are stored in your browser as so-called session cookies so that your browser automatically deletes them again on leaving the website. The period of storage in this case results from the technical functionality of the browser you use.

b) Personal data transmitted to us in connection with a contact enquiry on our website will only be stored for the duration of the processing of the enquiry. If a contract is concluded, the data you have given can regularly be stored for 10 years, if there is no other legal obligation that obliges us to store it for a longer period.

c) The personal data collected is stored for a

- a. Rejection: for at least three months. The longest storage period is in turn a maximum of six

months.

- b. Recruitment: our storage periods apply. You will be provided with the information you are entitled to on recruitment.

We must point out that we will erase your data if its storage is inadmissible (in particular if the data is incorrect and a correction is not possible). A blockage replaces erasure here, if there are legal or actual barriers (for example, special storage obligations due to commercial and taxation law requirements).

### **Right to object**

If your personal data is processed on the basis of legitimate interests as per Art. 6 (1) sentence 1 f GDPR, you have the right as per Art. 21 GDPR to object to the processing of your personal data, if there are reasons resulting from your particular situation or you object to direct advertising. In the latter case you have a general right to object, which we will implement without disclosure of a particular situation.

If you want to exercise your right to withdraw consent or to object, just send an email to [datenschutz@wiedemann-technik.de](mailto:datenschutz@wiedemann-technik.de).

### **Right to be informed, rectification, erasure, restriction**

Data subjects are entitled to be informed about relevant personal data and to rectify, erase or restrict processing. Furthermore, they have the right to object to processing.

### **Right to data portability**

Data subjects have the right to data portability.

### **Existence of a right of complaint to a supervisory authority**

You have the right to complain to a supervisory authority. Provision of personal data. There is no obligation for you to provide personal data.

### **Automated decision-making including profiling**

Under certain circumstances, automated profiles can be formed with the aim of evaluating personal aspects. We use this profiling in the following cases:

Due to legal and regulatory requirements we are obliged to combat money laundering, terrorism financing and financial crimes. Data evaluations (including comparisons with legally stipulated lists) may also be carried out in this connection.

### **Analysis tools**

We use cookies on our site. These are small files that your browser creates automatically and are stored on your terminal (laptop, tablet, smartphone or similar) if you visit our site. Cookies do not damage your terminal and do not contain any viruses, Trojans or other malware.

Information is deposited in the cookie that results in connection with the terminal specifically used. However, this does not mean we become directly aware of your identity.

The use of cookies serves firstly, to make the use of our range more pleasant for you. Which is why we use so-called session cookies to recognise that you have already visited some pages of our website.

These are automatically deleted after leaving our site.

Furthermore, to optimise user-friendliness we use temporary cookies, which are stored on your terminal for a certain fixed period. If you visit our site again to use our services, it is automatically recognised that you have already been to us and which entries and settings you made so you do not have to enter these again.

Secondly, we use cookies to record statistics about the use of our website and to evaluate these for the purposes of optimising our range for you (see fig. 5). These cookies enable us to automatically recognise that you have already been to us when you visit our site again. These cookies will be automatically deleted after a defined period.

The data processed by cookies is required for the purposes specified to safeguard our legitimate interests and those of third parties as per Art. 6 (1) sentence 1 f GDPR.

Most browsers accept cookies automatically. However, you can configure your browser so that no cookies are stored on your computer or a notice appears before a new cookie is placed. However, completely deactivating cookies may mean you cannot use all the functions of our website.

### **Data security**

As part of your visit to the website we use the common SSL procedure (Secure Socket Layer) in combination with the respectively highest level of encryption that is supported by your browser. This is usually 256-bit encryption. If your browser does not support 256-bit encryption, we will use 128-bit v3 technology instead. You will recognise whether an individual page of our internet presence is transmitted encrypted from the closed presentation of the key or lock symbol in the lower status bar of your browser.

Otherwise, we use suitable technical and organisational security measures to protect your data against accidental or deliberate manipulations, partial or complete loss, destruction or against unauthorised third-party access. Our security measures will be continuously improved in accordance with technological development.

### **Topicality and amendment of our privacy policy**

This Privacy Policy is currently valid and is the version of October 2018.

Due to the redevelopment of our website and ranges or due to changed legal or official requirements it may be necessary to amend this Privacy Policy. You can call up and print the current Privacy Policy on the website at any time.