

# PRIVACY POLICY

Validity:

This data privacy policy is valid for the internet offer from Alos GmbH.

This privacy policy serves to explain the type, scope and purpose of the collection and use of personal data on this website.

Personal data:

Personal data is information that can be used to find out personal or factual information about you. Information, through which we cannot establish a link to your person with reasonable effort, e.g. due to pseudonymisation or anonymisation, is not personal data.

## **Name and contact details of the controller and the company data protection officer**

This data protection information applies to the data processing by:

Controller: Friedhelm Schnittker, Managing Director, +49 2234 4008 0

The company data protection officer of Alos GmbH can be contacted via the above mentioned address, attn. Mr. Sascha Hasselbach, or via e-mail to [sascha.hasselbach@datenschutz-extern-nrw.de](mailto:sascha.hasselbach@datenschutz-extern-nrw.de).

## **Collection and storage of personal data and the type and purpose of its use**

a) When visiting the website

When our website, [www.alos.de](http://www.alos.de), is accessed, the browser used on your terminal device automatically sends information to our website server. This information is temporarily stored in a log file. The following information is recorded without your intervention and stored until it is automatically deleted:

The IP address of the requesting computer,

- the date and time of the access,
- the name and URL of the file retrieved,
- the website from which the access takes place (referrer URL),
- the browser used and, if applicable, the operating system of your computer and the name of your access provider.

We process the above-mentioned data for the following purposes:

- to ensure the problem-free connection of the website,
- to guarantee comfortable use of our website,
- to evaluate system security and stability and also
- for other administrative purposes.

The legal basis for the data processing described is article 6 paragraph 1 sentence 1 of the GDPR. Our legitimate interest arises from the purposes for data collection

listed above. Under no circumstances do we use the collected data for the purpose of drawing conclusions about your person.

Furthermore, we use cookies and analysis services when you visit our website. You will find more detailed explanations in sections 4 and 5 of this data protection declaration.

#### b) When registering for our newsletter

If you have expressly consented in accordance with article 6 paragraph 1 sentence 1 letter a of the GDPR, we will use your e-mail address to send you our newsletter on a regular basis. Only an e-mail address needs to be provided to receive the newsletter.

You can unsubscribe at any time, for example via a link at the end of each newsletter. Alternatively, you can unsubscribe at any time by sending an e-mail to [newsletter@alos.de](mailto:newsletter@alos.de).

#### c) When using our contact form

If you contact us via contact form, your information from the inquiry form including your contact information provided there will be stored for the purpose of processing the request and in the case of follow-up questions. We will not pass on this data without your permission.

The processing of the data entered into the contact form therefore takes place exclusively based on your consent (article 6, paragraph 1 of the GDPR). You can revoke this consent at any time. Informal notification via e-mail to us is sufficient. The legality of the data processing procedures up until the revocation remains unaffected by the withdrawal of consent.

The data which you have entered into the contact form remains with us until you ask us to delete the data, revoke your consent for the storage or the purpose of the data storage (e.g. after completing the processing of your request) no longer exists. Mandatory statutory provisions - in particular, retention periods - remain unaffected.

### **Server log files**

The provider of the pages automatically collects and stores information in server log files which your browser automatically transmits to us. The information includes:

- Browser type and browser version
- Operating system used
- Referrer URL
- Time of the server request
- IP address

This data is not merged with other data sources.

The legal basis for the processing of the data is article 6 paragraph 1 subsection f of the GDPR. Our legitimate interest arises from the purposes of data collection listed above: System security and stability.

## **Disclosure of data**

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

We only disclose your personal data to third parties if:

- You have issued your express consent in accordance with article. 6 paragraph 1 sentence 1 letter a of the GDPR,
- the disclosure pursuant to article 6 paragraph 1 sentence 1 letter f of the GDPR is necessary to assert, exercise or defend against legal claims and there is no reason to assume that you have an overriding interest worthy of protection in not disclosing your data,
- if there is a legal obligation to disclose the data pursuant to article 6 paragraph 1 sentence 1 letter c of the GDPR and
- this is legally permissible and required as per article 6 paragraph 1 sentence 1 letter b of the GDPR for processing contractual relationships with you.

## **Newsletter dates**

If you would like to receive the newsletter offered on the website, we require your e-mail address as well as information which allows us to verify that you are the owner of the specified e-mail address and have agreed to receive the newsletter. Further data is not collected or only collected on a voluntary basis. We use this data exclusively for sending the requested information and do not pass this on to third parties.

The data entered into the newsletter registration form is processed exclusively based on your consent (article 6, paragraph 1 of the GDPR). The consent for the storage of the data, the e-mail address as well as its use for sending the newsletter can be revoked at any time, such as via the "Unsubscribe" link in the newsletter. The legality of previous data processing procedures remains unaffected by the withdrawal of consent.

The data provided for the purpose of the newsletter subscription will be stored until you unsubscribe from the newsletter and deleted after the cancellation of the newsletter. Data that we have stored for other purposes (e.g. e-mail addresses for the members area) remains unaffected.

## **CleverReach**

This website uses CleverReach for sending newsletters. The provider is CleverReach GmbH & Co. KG, Mühlenstr. 43, 26180 Rastede. CleverReach is a service with which newsletter distribution can be organized and analysed. The data you have entered for the purpose of subscribing to the newsletter (e.g. e-mail address) is stored on the CleverReach servers in Germany or Ireland.

Our newsletters sent with CleverReach allow us to analyse the behaviour of the newsletter recipients. It is possible to analyse how many recipients have opened the newsletter message and how often which link in the newsletter was clicked on. With the help of conversion tracking, it is also possible to analyse whether a previously

defined action (e.g. clicking a link on our website) has occurred after clicking the link in the newsletter. For further information on data analysis by CleverReach newsletter, please visit <https://www.cleverreach.com/de/funktionen/reporting-und-tracking/>.

The data is processed exclusively based on your consent (article 6, paragraph 1 of the GDPR). You can revoke this consent at any time by unsubscribing the newsletter. The legality of previous data processing procedures remains unaffected by the withdrawal of consent.

If you do not want to participate in analysis by CleverReach, you must unsubscribe from the newsletter. We provide a link for this purpose in every newsletter e-mail. You can also unsubscribe from the newsletter directly on the website.

The data that you have provided for the purpose of the newsletter subscription will be stored until your removal from the newsletter and deleted after the cancellation of the newsletter from both our servers and also from the CleverReach servers. Data that we have stored for other purposes (e.g. e-mail addresses for the members area) remains unaffected.

You can find more details in the CleverReach privacy policy at <https://www.cleverreach.com/de/datenschutz/>.

## **Social Media**

We use social plug-ins from the YouTube social network on our website as per article 6 paragraph 1 sentence 1 letter f of the GDPR to make our company better known. Cookies as per section 6 of this declaration are also used. The underlying advertising purpose is to be regarded as a legitimate interest as per the GDPR. The responsibility for data protection-compliant operation must be guaranteed by their respective providers. We integrate these plug-ins by means of the two-click method in order to provide visitors to our website with the best-possible protection

At the same time, we also link to other social networks such as XING, LinkedIn or Facebook. You will be forwarded to external pages. The data protection regulations of the respective provider then apply.

### **YouTube**

We use plugins from YouTube on our website. YouTube is an Internet video portal that allows video publishers to post video clips for free and other users to view, rate and comment on them, also free of charge. YouTube permits the publication of all types of videos. As such, why complete film and television programmes and also music videos, trailers or videos created by users themselves can be accessed via the Internet portal.

The operator is YouTube, LLC, 901 Cherry Ave., San Bruno, CA 94066, USA. YouTube, LLC is a subsidiary of Google Inc, 1600 Amphitheatre Pkwy, Mountain View, CA 94043-1351, USA.

Each time you call up one of the individual pages of this website, which we operate and which includes and integrated YouTube component (YouTube video), the

Internet browser on the information technology system of the person concerned is automatically prompted by the respective YouTube component to download a representation of the corresponding YouTube component from YouTube. Further information about YouTube can be found at <https://www.youtube.com/yt/about/de/>. In the course of this technical process, YouTube and Google are informed about which specific subpage of our website you are visiting.

If you are logged in to YouTube at the same time, YouTube recognizes which specific subpage of our website you are visiting by calling up a subpage containing a YouTube video. This information is collected by YouTube and Google and associated with your respective YouTube account.

YouTube and Google receive information through the YouTube component that you visited our website whenever you are logged in to YouTube at the same time as you access our website, whether or not you click on a YouTube video. If you do not want this information to be sent to YouTube and Google, you can prevent the transfer by logging out of your YouTube account before you access our website.

The privacy policy published by YouTube is available at <https://www.google.de/intl/de/policies/privacy/> and provides information about the collection, processing and use of personal data by YouTube and Google.

#### Live chat

We offer you a live chat option on our website. The provider of the live chat software is tawk.to and also uses "cookies" that are stored on your computer. By using the chat, you agree to the storage and use of the data. You can find further information about tawk.to here: [Tawk.to Privacy Policy](#) (only available in English).

#### **Cookies**

We use cookies on our website. These are small files that are automatically created by your browser and stored on your device (laptop, tablet, smartphone or similar) when you visit our website. Cookies do not cause any damage to your end device, do not contain viruses, Trojans or other malware.

Information is stored in the cookie, which is determined by the specific terminal device used. However, this does not mean that we obtain immediate knowledge of your identity.

On one hand, cookies serve to make the use of our offer more convenient for you. For example, we use session cookies to determine whether you have already visited individual pages of our website. These are automatically deleted after you leave our website.

In addition, we also use temporary cookies, which are stored on your end device for a certain fixed period of time, to optimise user-friendliness. If you visit our website again to use our services, we will automatically detect that you have already been on our website and what information you have entered and settings you have configured so that you do not have to enter them again.

On the other hand, we use cookies to record usage statistics for our website and to evaluate this data for the purpose of optimising our offer for you (see point 5). These cookies enable us to automatically detect that you have already been to our website when you visit our website again. These cookies are automatically deleted after a defined period of time.

The data processed by cookies is required for the purposes mentioned above in order to safeguard our legitimate interests and those of third parties in accordance with article 6 paragraph 1 sentence 1 letter f of the GDPR.

Most browsers automatically accept cookies. However, you can configure your browser so that cookies are not saved on your computer or so that a message always appears before a new cookie is created. However, completely deactivating cookies may mean that you will not be able to use all of our website's functions.

### **Google Web Fonts**

This site uses web fonts, which are provided by Google, to uniformly display fonts. When you access a page, your browser loads the required web fonts into your browser cache in order to display texts and fonts correctly.

For this purpose, the browser you use must connect to Google's servers. By doing so, Google learns that our website was accessed via your IP address. The use of Google Web Fonts is in the interest of a uniform and attractive presentation of our online offers. This constitutes a legitimate interest as per article 6 paragraph 1 letter f of the GDPR.

If your browser does not support web fonts, a default font is used by your computer.

Further information about Google Web Fonts is available at <https://developers.google.com/fonts/faq> and in the privacy policy of Google <https://www.google.com/policies/privacy/>.

### **Rights of the data subject**

You have the right:

- to request information about your personal data processed by us as per article 15 of the GDPR. In particular, you may request information regarding the purposes of processing, the category of personal data, the categories of recipients to whom your data has been or will be disclosed, the planned storage period, the existence of a right of rectification, deletion, restriction of processing or objection, the existence of a right of complaint, the origin of your data provided that has not been collected by us as well as the existence of automated decision making including profiling and, if applicable, meaningful information regarding the details of such data;
- to demand the correction of incorrect or incomplete personal data stored by us without delay in accordance with article 16 of the GDPR;
- to demand the deletion of your personal data that we store, unless processing is necessary to exercise the right to freedom of expression and information, to

fulfil a legal obligation, for reasons of public interest or to assert, exercise or defend legal claims in accordance with article 17 of the GDPR;

- to demand the restriction of the processing of your personal data if you dispute the accuracy of the data, the processing is unlawful but you refuse to delete it and we no longer require the data, yet you require the data to assert, exercise or defend legal claims pursuant to article 18 of the GDPR or if you have filed an objection to the processing pursuant to article 21 of the GDPR;
- to receive your personal data that you have provided to us in a structured, common and machine-readable format or to request that it be transferred to another responsible party in accordance with article 20 of the GDPR;
- to revoke your consent to us granted once at any time in accordance with article 7 paragraph 3 of the GDPR. As a consequence, we may no longer continue processing the data that was based on this consent in the future and
- submit a complaint to a supervisory authority pursuant to article 77 of the GDPR. As a rule, you can contact the supervisory authority at your usual place of residence or workplace or our office for this purpose.

### **Right to object**

If your personal data is processed on the basis of legitimate interests in accordance with article 6 paragraph 1 sentence 1 letter f of the GDPR, you have the right to object to the processing of your personal data in accordance with article 21 of the GDPR if reasons exist to do so arising from your particular situation or if the objection is directed against direct marketing. In the latter case, you have a general right of objection, which we will implement without specifying a particular situation.

If you wish to make use of your right of revocation or objection, simply send an e-mail to [datenschutz@alos.de](mailto:datenschutz@alos.de).

### **Data security**

We use the common SSL (Secure Socket Layer) procedure during the website visit in connection with the highest encryption level supported by your browser. As a rule, this is a 256-bit encryption. If your browser does not support 256-bit encryption, we use 128-bit v3 technology instead. You can tell whether an individual page of our website is transmitted in encrypted form by the closed display of the key or lock symbol in the lower status bar of your browser.

We also use appropriate technical and organizational security measures to protect your data against accidental or intentional manipulation, partial or complete loss, destruction or unauthorised access by third parties. Our security precautions are continually being improved in accordance with technological advances.

### **Up-to-dateness and changes to the privacy policy**

This privacy policy is currently valid and the version is from May 2018.

Due to the on-going development of our website and offers or due to changed legal or official requirements, it may become necessary to change this privacy policy. You can access, print and view the current privacy policy at any time on the website at [www.alos.de/de/datenschutz](http://www.alos.de/de/datenschutz).