

## Data privacy policy

11/2020

We process the personal data of the user (hereinafter “data”) only insofar as they are required for the provision of a functional, convenient website as well as for our content and services.

“Processing” includes collection, use, forwarding and/or storing. According to the General Data Protection Regulation (hereinafter “GDPR”), “personal data” are fundamentally all data which can identify a natural person. The precise definition is set out in Article 4 of the GDPR.

The following clauses provide information about the nature, scope, purpose, duration and legal basis of the processing of personal data, the purposes and means of processing of data about which we make decisions alone or together with others, as well as any use of components for the optimisation and quality of use from third parties who process data under their own responsibility:

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- A) Information about the controller
  - B) Rights of users
  - C) Information about data processing
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### A) Information about the controller

The controller (hereinafter the “provider”) as understood in the GDPR and other national data protection legislation of Member states as well as other data protection regulations is:

Heinrich Hofsäß GmbH & Co. KG	Tel.: +49 (0) 7233 9618 - 0
Schloßstraße 77	Fax: +49 (0) 7233 9618 - 50
75223 Niefern	E-Mail: <a href="mailto:info@hhn.de">info@hhn.de</a>

The data protection officer serving the controller is:

DSB Datenschutz	Tel: +49 (0) 7152 564 773
Dipl.-Betriebswirt (FH) Fabian	Fax: +49 (0) 7152 564 771
Henkel	Mobil: +49 (0) 176 327 441 72
Kantstraße 14	E-Mail: <a href="mailto:info@externer-datenschutzbeauftragter-stuttgart.de">info@externer-datenschutzbeauftragter-stuttgart.de</a>
71277 Rutesheim	Web: <a href="http://externer-datenschutzbeauftragter-stuttgart.de">externer-datenschutzbeauftragter-stuttgart.de</a>

## **B) Rights of users**

With regard to their personal data processed by the provider, the user has the right,

1. To request confirmation whether their data will be processed and precise information about such data, as well as other information and copies of the data according to Article 15 of the GDPR;
2. To request immediate correction of incorrect data affecting them, or the completion of such data according to Article 16 of the GDPR;
3. To request the immediate deletion of data affecting them according to Article 17 of the GDPR, or alternatively, if further processing is required according to Article 17 para. 3 of the GDPR, to request the restriction of the processing of the data in accordance with Article 18 of the GDPR;
4. To receive the data affecting him or her and supplied by him or her according to Article 20 of the GDPR, and to request the transfer thereof to other controllers;
5. To submit a complaint to the supervisory authorities according to Article 77 of the GDPR, if the user believes that the processing of his or her data by the provider is in violation of the GDPR.

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**6. The user is entitled to object to future processing of the data affecting him or her by a controller based on Article 6 para. 1 lit. f of the GDPR, at any time in accordance with Article 21 of the GDPR. The objection may in particular be made against processing for direct marketing purposes.**

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7. The provider is also obliged to notify any recipients of the data to whom the data is provided, of any correction or deletion of the personal data or a restriction of processing that takes place on the basis of Article 16 GDPR, Article 17 paragraph 1 GDPR and Article 18 GDPR were disclosed. The obligation does not exist in the event that this notification proves to be impossible or involves a disproportionate effort. The customer has the right to information about these recipients.

## **C) Information about data processing**

Insofar as no detailed information is given below regarding the individual data processing, the data of the user processed by the provider shall be deleted or blocked as soon as the purpose of the storage no longer applies and the deletion does not conflict with any statutory storage requirements.

## **Server data**

For communication and security reasons, during the visit of the website the following data among other are collected, which the internet browser of the user transmits to the provider or to his or her web space provider (so-called server log files):

- Browser type and version;
- Operating system used;
- Website from which the user switched to the website of the provider (Referrer URL);
- Website the user is visiting;
- Date and time of access;
- Internet protocol (IP) address of the user

The data are also stored temporarily. These data are not stored together with other personal data relating to the user. The legal basis for the temporary storage of data is Article 6 para. 1 lit. f of the GDPR based on the legitimate interest of improving stability, functionality and security of the website.

After seven days at the latest, the data shall be anonymized by shortening the IP address at the domain level so that it is no longer possible, or only with disproportionate effort, to draw conclusions about a particular or identifiable natural person. The anonymised data shall be solely processed for 'statistical purposes' to enable us to optimise our Internet site and our offers. Data whose further storage is required for evidential purposes are excluded from the anonymisation until the final clarification of the respective incident.

## **Cookies**

### a) „Session“-Cookies / „Persistent“ -Cookies

The provider uses cookies on his website. Cookies are small text files or other storage technologies that the Internet browser used by the user stores and stores on the end device. These cookies process certain information of the user on an individual basis, such as browser and location data and IP address values.

The processing allows the provider to make his website more user-friendly, effective and secure.

The "persistent" cookies allow the website to recognize the user via his browser when he visits the website again in a timely manner so as not to show the information already given regarding the use of cookies.

The processing serves the legitimate interest of the provider in improving the functionality of the website and in fulfilling legal requirements and is based on the legal basis of Art. 6 Para. 1 lit. f GDPR.

The "session" cookies are deleted when the user closes their browser. The "persistent" cookies are automatically deleted after a period specified by the provider. This period differs depending on the cookie, but does not exceed one year.

## b) Cookies from third party providers

Cookies from third party providers may be used on the website of the provider if required. These third party providers are partner companies which the provider works with for purposes of advertising, analysis or the functionality of the website. If this is the case, the purposes and legal basis of the corresponding processing shall be shown in the subsequent sections.

## c) Option of removal

The user can prevent or restrict the installation of cookies by changing the settings in his or her browser software accordingly. Cookies already stored can also be deleted at any time. The settings for this depend on the browser in question. For Flash cookies, the processing cannot be prevented via the browser settings, rather the corresponding settings of the Flash player. If the user prohibits or restricts the installation of cookies, this may mean that all functions of the website may not be fully usable.

### **Cookiebot**

The provider uses "Cookiebot" as "Cookie Manager", "Cookiebot" is a product of Cybot A / S, Havnegade 39, 1058 Copenhagen, Denmark, hereinafter "Cybot".

With the "Cookiebot" function, the provider informs the user about the use of cookies on the website and enables the user to make a decision about their use.

If the user consents to the use of cookies, the following data is automatically logged at Cybot:

- The anonymized IP number of the user;
- Date and time of consent;
- User agent of the end user's browser;
- The URL of the provider;
- An anonymous, random and encrypted key.
- The permitted cookies of the user (cookie status), which serves as proof of consent.

The encrypted key and the cookie status are stored on the end device of the user using a cookie in order to establish the corresponding cookie status when the page is called up in the future. This cookie is automatically deleted after 12 months.

The legal basis for this is Art. 6 Para. 1 lit. f GDPR. The legitimate interest of the provider is the user-friendliness of the website and the fulfillment of the legal requirements from the GDPR.

The user can prevent or end the installation of the cookie and its storage, and thus his cookie consent, at any time by changing the settings on his browser. More on this under the point "Cookies".

Further information is available from Cybot under the following links:

<https://www.cookiebot.com/de/privacy-policy/>

## **Contact questions**

If the user makes contact with the provider via the contact form or email, the personal data entered as part of this shall be used to process the query. Entering the data is required to answer the query, without providing the data, it is not possible to answer the query, or only possible to a limited extent. The legal basis for processing the data is Article 6 para. 1 lit. b of the GDPR. The data of the user shall be deleted once the user query has been answered conclusively, and no legal storage obligations contradict this, such as for subsequent contract processing.

## **Google Analytics**

This website uses Google Analytics, a web analysis service of Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043 USA, hereinafter referred to as "Google".

Google is certified in accordance with the "EU-US Privacy Shield" which guarantees the observance of the EU data protection directives when processing data in the USA.

<https://www.privacyshield.gov/participant?id=a2zt000000001L5AAI&status=Active>

Google Analytics is used by the provider to analyze the use of the website. The legal basis for this is the user's consent in accordance with Art. 6 Para. 1 lit. a GDPR. You can withdraw your consent to this at any time in the future. The revocation can be made via the browser settings, see point "Cookies", or through the Google options shown below.

Information such as time, location, and frequency of the website visit of the user, including its IP address, is transmitted to and stored by Google on a Google server in the United States.

The provider uses Google Analytics for this with an anonymisation function. In this case, Google will already shorten IP addresses within member states of the European Union or in other states party to the Agreement on the European Economic Area.

Google will use the data collected to evaluate the visit of the website by the user and to compile reports on the website activity for the provider. In addition, the data will be used to provide other services related to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on behalf of Google.

According to their own statements, Google will never associate your IP address with any other Google data. Google provides further information, in particular regarding the possibilities of preventing the use of data, at the following link:

<https://www.google.com/intl/en/policies/privacy/partners>

Google also offers a deactivation Add-On for the most popular browsers, which gives the user more control over what data Google collects about the website accessed by the user. The Add-On notifies the JavaScript (ga.js) of Google Analytics that no information about the visit to the website should be transmitted to Google Analytics. However, the Google Analytics Disable Browser Add-On does not prevent information from being transmitted to the provider or to other web analytics services that may be used by the provider and listed in this privacy policy. Further information on installing the browser Add-On is available at the following link: [Browser Add-On to deactivate Google Analytics](#)

Alternatively, the future analysis of the website visit by Google Analytics can be deactivated by clicking on the following link. If you click on the link, this activates a so called "Opt-out cookie", which means that the analysis of your page visit on our site will be prevented in the future:

[Klick here to activate the Google Analytics Opt-out-Cookie](#)

Please note: If the user deletes the cookies in their browser settings, the opt-out cookie is also generally deleted and may need to be reactivated by the user.

### **Google maps**

We use the "Google Maps" component of Google LLC., 1600 Amphitheatre Parkway, Mountain View, CA 94043 USA hereafter "Google" to describe how to go to our location.

Google is certified in accordance with the "EU-US Privacy Shield" which guarantees the observance of the EU data protection directives when processing data in the USA.

<https://www.privacyshield.gov/participant?id=a2zt000000001L5AAI&status=Active>

When the Google Maps component is opened, Google places cookies to process user preferences and data when viewing the page and associated features on which the Google Maps component is integrated. This does not exclude use of external Google services in the USA.

The legal basis is Article 6 para. 1 lit. f of the GDPR. The legitimate interest of the provider exists in the optimisation of the functionality of the website.

This connection means Google can recognise from which website a query was sent and to which IP address the description of the route is transferred.

If the user does not agree to this processing, it is possible to prevent the installation of cookies using a corresponding browser setting. More about this under the heading "Cookies".

The use of "Google Maps" and information obtained through "Google Maps" is subject to [Google Terms of Use](#) and the additional [terms and conditions for Google Maps](#).

Google provides further information, in particular regarding the possibilities of preventing the use of data, at the following links:

<https://policies.google.com/privacy>

<https://adssettings.google.com/authenticated>

## ***Job applications***

With regard to digital applications, the application data shall be electronically collected and dealt with by us for the purpose of processing the application.

The legal basis for this processing is § 26 para. 1 S.1 of the Federal Data Protection Act combined with Article 88 para. 1 of the GDPR.

If your application is followed by the conclusion of a contract of employment, your data may be stored by us in your personal file for the purpose of the normal organisational and administrative process, in compliance with the relevant legal provisions.

The legal basis for this processing is § 26 para. 1 S.1 of the Federal Data Protection Act combined with Article 88 para. 1 of the GDPR.

The deletion of the data transmitted takes place upon rejection of the job application automatically two months after the notification of the rejection. This does not apply if we are required to keep the data for a longer period of up to four months, or on completion of a court process due to legal requirements (documentation obligation pursuant to the General Equality Act).

The legal basis is Article 6 para. 1 lit. f of the GDPR or § 24 para. 1 no. 2 of the Federal Data Protection Act.

The legitimate interest of the provider is in the legal defence.

If a prolonged storage of the data in a prospect database was expressly agreed, the data shall be further processed on the basis of the consent.

The legal basis is Article 6 para. 1 lit. a of the GDPR. The consent for this may be withdrawn at any time for the future pursuant to Article 7 para. 3 of the GDPR by notification to the provider.

## ***Details about our cookies and revocation options***

This website uses cookies. We use cookies to personalise content and ads, to provide social media features and to analyse our traffic. We also share information about your use of our site with our social media, advertising and analytics partners who may combine it with other information that you've provided to them or that they've collected from your use of their services.

Cookies are small text files that can be used by websites to make a user's experience more efficient.

The law states that we can store cookies on your device if they are strictly necessary for the operation of this site. For all other types of cookies we need your permission.

This site uses different types of cookies. Some cookies are placed by third party services that appear on our pages.

You can at any time change or withdraw your consent from the Cookie Declaration on our website.

Learn more about who we are, how you can contact us and how we process personal data in our Privacy Policy.

Please state your consent ID and date when you contact us regarding your consent.

Your consent applies to the following domains: www.hhn.de

In our privacy policy on our website you will find details of your consent. You can also change or revoke your consent here. Use the following link for this: [data protection declaration](#)

#### Necessary (2)

Necessary cookies help make a website usable by enabling basic functions like page navigation and access to secure areas of the website. The website cannot function properly without these cookies.

Name	Provider	Purpose	Expiry	Type
CookieConsent	<a href="#">Cookiebot</a>	Stores the user's cookie consent state for the current domain	1 year	HTTP Cookie
JSESSIONID	www.hhn.de	Preserves users states across page requests.	Session	HTTP Cookie

#### Statistics (4)

Statistic cookies help website owners to understand how visitors interact with websites by collecting and reporting information anonymously.

Name	Provider	Purpose	Expiry	Type
_ga	<a href="#">Google</a>	Registers a unique ID that is used to generate statistical data on how the visitor uses the website.	2 years	HTTP Cookie
_gat	<a href="#">Google</a>	Used by Google Analytics to throttle request rate	1 day	HTTP Cookie
_gid	<a href="#">Google</a>	Registers a unique ID that is used to generate statistical data on how the visitor uses the website.	1 day	HTTP Cookie
collect	<a href="#">Google</a>	Used to send data to Google Analytics about the visitor's device and behavior. Tracks the visitor across devices and marketing channels.	Session	Pixel Tracker