

Data Privacy Statement

General Information and Mandatory Information

The protection of personal data is a particular concern for us. We act in accordance with the statutory provisions of the EU General Data Protection Regulation (GDPR) and other applicable provisions of data protection law. In the following text, we provide information on the processing of personal data.

(A) Designation of the Controller

SAXONIA Galvanik GmbH

Management

Erzstraße 5
09633 Halsbrücke, Germany
Telephone: +49 3731 782 -0
Telefax: +49 3731 782 313

The controller decides, alone or jointly with others, on the purposes and means of processing of personal data (e.g. names, contact details or the like).

(B) Designation of the Company's Data Protection Officer

SAXONIA Galvanik GmbH

Julia Keller

Erzstraße 5
09633 Halsbrücke, Germany
Telephone: +49 3731 782 -0
Telefax: +49 3731 782 313

Email: datenschutz@saxonia-galvanik.de

(C) Duty to Inform in the Case of the Collection of Personal Data

SAXONIA Galvanik GmbH lawfully processes personal data in accordance with Article 6 of the GDPR. Within our company, it will be ensured that access to your personal data is granted only to the persons who need these data for performing their work task or for performing the contractual and statutory duties. In some cases, our specialised departments receive support from service providers. Corresponding agreements under data protection law, e.g. agreements on commissioned data processing, have been concluded in this regard.

If you are an **existing or prospective customer** of our company...:

... we shall process the following personal data of yours for the purpose of initiating and/or performing a contract, processing requests for an offer, sending information on our company or performing statutory duties and on the basis of our legitimate interest in customer retention: name, address, telephone number, email address, if applicable additionally the department and role, in the case of forwarding orders also the car registration number of the vehicle used on site.

The data will come either from you yourself, your company or alternatively from public sources such as for example your website, a telephone book or the company brochure.

If you are an **applicant for a job** at our company...:

... you will decide on the personal data made available to us. Merely the following personal data are mandatory for the purpose of correct handling of the application procedure and the recruitment process: name, address, date of birth, highest school qualification, final school qualification grade, training title, training company, training period, date of the training qualification, final training qualification grade, if applicable the equivalent for a degree course, covering letter and CV, certificates relating to school education and training or the degree course.

If you wish to upload personal data on our training website, your consent will be requested. If you have voluntarily made further personal data available to us on your own initiative, such as for example an application photo, further references and/or certificates, these personal data will also be processed merely for the purpose of correct handling of the application procedure and the recruitment process.

If you are an **employee** of our company...:

... the process descriptions relating to data protection explicitly described at our company and viewable at the office of the company's data protection officer will apply.

If you are a **supplier** of our company...:

... we shall process the following personal data of yours for the purpose of initiating and/or performing a contract, handling price negotiations, sending information on our company and performing statutory duties: name, address, telephone number, email address, if applicable additionally the department and role, in the case of deliveries also the car registration number of the vehicle used on site.

The data will come either from you yourself, your company or alternatively from public sources such as for example your website, a telephone book or the company brochure.

For all our company's **contact partners**, the following **will apply furthermore ...**:

... you may, moreover, also communicate further personal data within the scope of consent for purposes precisely specified therein. Consent constitutes under data protection law an applicable permission requirement under which you will be informed of the purposes of the data processing and also of your right to withdraw consent at any time. If particular categories of personal data are processed in accordance with Art. 9 GDPR, this will be expressly pointed out to you with regard to consent (Art. 88 (1) GDPR).

... the personal data communicated in any email received from you will be processed solely for the purpose of handling your issue.

... as a rule no personal data will be processed when you visit our website, and therefore no personal data will be passed on to third parties. Regarding the subject of "training", we refer to Section II. However, the following data will be collected via our provider and will be viewable by us insofar as your browser allows this: name of the Internet service provider, browser type/browser version, information on the website that you used, the web browser and operating system used, the IP address allotted by your Internet service provider, information on which of our web pages you have accessed, including the date and duration of your visit. The data collected during this process will not be able to be associated with specific persons and will not be merged with other data sources. On our homepage, you can find links to external websites. When you click on these, a new browser window will open. The external operator's privacy policy will take effect from this point in time.

... video surveillance sometimes takes place when the company grounds are entered. Corresponding information signs point this out in accordance with the statutory provisions. The privacy policy applicable in this respect is laid down in a process description explicitly created. If you are interested, you can request this process description from our company's data protection officer.

(D) Withdrawal of your Consent to Data Processing

Some data processing operations are only possible with your express consent. You may withdraw at any time your consent already given. An informal notification by email will suffice for withdrawal. Withdrawal will not affect the lawfulness of the data processing undertaken before withdrawal.

(E) Right to Complain to the Relevant Supervisory Authority

As the data subject, you have the right to complain to the relevant supervisory authority in the event of a breach under data protection law. The State Data Protection Commissioner of the Federal State where our company's registered office is situated is the relevant supervisory authority regarding issues relating to data protection law. The following link provides a list of the data protection commissioners as well as their contact details: https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.html

(F) Right to Data Portability

You have the right to have data that we process by automated means on the basis of your consent, or for the performance of a contract, delivered to yourself or third parties. These data will be provided in a machine-readable format. Where you request that your data be transferred directly to another controller, this will take place only insofar as this is technically feasible.

(G) Right of Access to Information, Right to Rectification, Blocking, Erasure

Within the scope of the applicable statutory provisions, you have the right to be informed at any time, free of charge, of your personal data stored, the origin and recipients of these data and the purpose of their processing as well as, where applicable, a right to rectification, blocking or erasure of these data. In this regard and also regarding any other questions on the subject of personal data, you can contact us at any time using the contact options set out in the Site Notice.

(H) Transfer of Your Personal Data

We shall pass on your personal data to third parties only within the scope of statutory provisions, for the purpose of performing contractual obligations or if we have received corresponding consent.

Transfer of data to third countries (outside of the European Economic Area or outside of the European Union) takes place only insofar as this is necessary to perform the contractual relationship or comply with statutory provisions or alternatively if we have received from you consent to certain specified purposes.

SAXONIA Galvanik GmbH – partly in conjunction with service providers that are subject to an agreement on commissioned data processing – uses suitable technical and organisational security measures to

protect the data stored with us against accidental or intentional manipulation, destruction or loss and against access by unauthorised persons. This process is regularly reviewed and adapted.

(I) Confidentiality and Storage

Your personal data will be treated with strict confidentiality and be stored only as long as necessary for the respective purpose of the processing. If no further statutory retention, documentation or notification duties exist, the data will be routinely deleted after the purpose has been fulfilled. In accordance with the provisions of the principles of proper accounting, a back-up archiving system for emails exists and is subject to the statutory retention period. We point out that the period of retention of personal data may be extended if you have granted us permission for the retention of personal data. As part of legal disputes, it is possible to use personal data as evidence within statutory limitation periods, meaning that retention for up to thirty years can be requested in this respect.

(J) SSL and/or TLS Encryption

For security reasons and to protect the transfer of confidential content that you send to us as the website operator, our website uses SSL and/or TLS encryption. This ensures that information you transfer via this website cannot be read by third parties. You can recognise an encrypted connection by the "https://" address line of your browser and by the lock symbol in the browser line.

(K) Server Log Files

The provider of the website uses server log files to automatically collect and store information automatically transmitted to us by your browser. This information comprises:

- pages visited on our domain
- date and time of the server request
- browser type and version
- operating system used
- referrer URL
- host name of the accessing computer
- IP address

These data are not merged with any other data sources. The data processing is based on Art. 6 (1) b) GDPR, which permits the processing of data for the performance of a contract or for taking steps prior to entering into a contract.

(L) Registration on this Website

You can register on our website in order to use certain features. The data submitted will serve exclusively the purpose of use of the offering or service concerned. Mandatory details requested during registration must be fully provided. Otherwise, we shall reject the registration.

We shall inform you by email in the event of important changes, e.g. for technical reasons. The email will be sent to the address stated during registration.

The processing of the data entered during the registration process will take place on the basis of your consent (Art. 6 (1) a) GDPR). You may withdraw at any time your consent already given. An informal notification by email will suffice for withdrawal. Withdrawal will not affect the lawfulness of the data processing already undertaken before withdrawal.

We shall store the data collected during registration for the period during which you are registered on our website. Your data will be deleted if you cancel your registration. Statutory retention periods remain unaffected.

(M) Contact Form

Data submitted via our contact form, including your contact details, will be stored in order to be able to handle your enquiry or in case of follow-up questions. These data will not be passed on without your consent.

The processing of the data entered in the contact form will take place exclusively on the basis of your consent (Art. 6 (1) a) GDPR). You may withdraw at any time your consent already given. An informal notification by email will suffice for withdrawal. Withdrawal will not affect the lawfulness of the data processing operations undertaken before withdrawal.

Data submitted via the contact form will remain with us until you ask us to delete these data, you withdraw your consent to their storage or there is no longer any need to store them. Mandatory statutory provisions – in particular retention periods – remain unaffected.

(N) YouTube

Our website uses YouTube plug-ins for integrating and displaying video content. The provider of the video portal is YouTube, LLC, 901 Cherry Ave., San Bruno, CA 94066, USA.

When a page with an integrated YouTube plug-in is accessed, a connection to the YouTube servers is established. YouTube thus finds out which of our web pages you have accessed. If you are logged into your YouTube account, YouTube will be able to associate your surfing behaviour directly with your personal profile. You can prevent this by logging out beforehand.

YouTube is used in the interest of presenting our online offerings in an appealing manner. This constitutes a legitimate interest within the meaning of Section 6 (1) f) GDPR.

Details on how user data are handled can be found in YouTube's Data Privacy Statement at: <https://www.google.de/intl/de/policies/privacy>

(O) Vimeo

Our website uses Vimeo plug-ins for integrating and displaying video content. The provider of the video portal is Vimeo Inc., 555 West 18th Street, New York, New York 10011, USA.

When a page with an integrated Vimeo plug-in is accessed, a connection to the Vimeo servers is established. Vimeo thus finds out which of our web pages you have accessed. Vimeo will find out your IP address even if you are not logged into the video portal or do not

have an account there. The information collected by Vimeo will be transmitted to the video portal's servers in the USA.

Vimeo will be able to associate your surfing behaviour directly with your personal profile. You can prevent this by logging out beforehand.

Details on how user data are handled can be found in Vimeo's Data Privacy Statement at: <https://vimeo.com/privacy>

(P) Cookies

Our website uses cookies. These are small text files stored on your device by your web browser. Cookies help to make our offering more user-friendly, effective and secure.

Some cookies are "session cookies". These are automatically deleted when your browser session ends. However, other cookies remain on your device until you delete them yourself. Such cookies will help us to recognise you when you return to our website.

With a modern web browser, you can monitor, restrict or prevent the setting of cookies. Many web browsers can be configured to automatically delete cookies when the programme is closed. Disabling cookies may result in limited functionality of our website.

The setting of cookies necessary for carrying out electronic communication processes or for providing certain features that you wish for (e.g. the shopping basket) takes place on the basis of Art. 6 (1) f) GDPR. As the operator of this website, we have a legitimate interest in storing cookies for the technically faultless and trouble-free provision of our services. Insofar as other cookies are set (e.g. for analysis features), these are dealt with separately in this Data Privacy Statement.

(Q) Google Analytics

Our website uses features of the web analysis service Google Analytics. The provider of the web analysis service is Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA.

Google Analytics uses "cookies". These are small text files that will be stored on your device by your web browser and will enable your use of the website to be analysed. Information generated by these cookies concerning your use of our website will be transferred to a Google server and stored there. The server location is ordinarily the USA.

The setting of Google Analytics cookies takes place on the basis of Art. 6 (1) f) GDPR. As the operator of this website, we have a legitimate interest in analysing user behaviour in order to optimise our web offering and, where applicable, also our advertising.

... IP anonymisation

We use Google Analytics in conjunction with the feature IP anonymisation. This ensures that Google truncates your IP address within Member States of the European Union or in other states that are party to the Agreement on the European Economic Area before your IP

address is transmitted to the USA. There may be exceptional cases where Google transfers the full IP address to a server in the USA and truncates it there. On our behalf, Google will use this information to evaluate your use of the website, create reports on website activities and provide us with further services relating to website and Internet use. The IP address transmitted by Google Analytics will not be merged with other Google data.

... Browser plug-in

The setting of cookies by your web browser can be prevented. However, some features of our website could become restricted as a result. You can likewise prevent the collection of data regarding your use of the website, including your IP address, as well as subsequent processing by Google. You can do this by downloading and installing the browser plug-in accessible via the following link: <https://tools.google.com/dlpage/gaoptout?hl=de>

... Opting out of data collection

By clicking on the following link, you can prevent Google Analytics from collecting your data. An opt-out cookie that prevents your data being collected when you visit our website in future will be placed on your device: Disable Google Analytics.

Details on how Google Analytics handles user data can be found in Google's Data Privacy Statement: <https://support.google.com/analytics/answer/6004245?hl=de>

... Demographic features with Google Analytics

Our website uses the "demographic features" function of Google Analytics. This makes it possible to compile reports containing information on the age, gender and interests of visitors to our website. These data come from interest-related Google advertising as well as visitor data from third-party providers. It is not possible to associate the data with a specific person. You can disable this function at any time. You can do this via the ad settings in your Google Account or by generally prohibiting the collection of your data by Google Analytics, as explained in the section "Opting out of data collection".

(R) Google AdWords and Google Conversion Tracking

Our website uses Google AdWords. The provider is Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, United States.

AdWords is an online advertising programme. We work with conversion tracking as part of the online advertising programme. When an ad placed by Google is clicked on, a cookie for conversion tracking is set. Cookies are small text files stored on your device by your web browser. Google AdWords cookies cease to be valid after 30 days and do not serve to personally identify users. The cookie allows Google and us to see that you have clicked on an ad and have been redirected to our website.

Every Google AdWords customer receives a different cookie. The cookies cannot be tracked via websites of AdWords customers. Conversion cookies are used to create conversion statistics for AdWords customers who use conversion tracking. Adwords customers find out how many users have clicked on their ad and have been redirected to pages with the

conversion tracking tag. However, AdWords customers do not receive any information that enables users to be personally identified. If you do not wish to participate in tracking, you can object to its use. Here the conversion cookie must be disabled in the browser's user settings. This means that there is also no inclusion in the conversion tracking statistics.

The storage of "conversion cookies" takes place on the basis of Art. 6 (1) f) GDPR. As the website operator, we have a legitimate interest in analysing user behaviour in order to optimise our web offering and our advertising.

Details relating to Google AdWords and Google Conversion Tracking can be found in Google's privacy policy: <https://www.google.de/policies/privacy/>

With a modern web browser, you can monitor, restrict or prevent the setting of cookies. Disabling cookies may result in limited functionality of our website.

(S) Google Web Fonts

Our website uses Web Fonts from Google. The provider is Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA.

The use of Web Fonts enables us to present our website to you as we wish regardless of which fonts are available to you locally. This is done by retrieving Google Web Fonts from a Google server in the USA and then transferring your data to Google. These data comprise your IP address and information on which of our web pages you have visited. The use of Google Web Fonts is based on Art. 6 (1) f) GDPR. As the operator of this website, we have a legitimate interest in the optimal presentation and transmission of our web presence.

The company Google is certified for the US-European "Privacy Shield" data protection agreement. This data protection agreement is intended to ensure compliance with the level of data protection applicable in the EU.

You can find details concerning Google Web Fonts at: <https://www.google.com/fonts#AboutPlace:about> and further information in Google's privacy policy: <https://policies.google.com/privacy/partners?hl=de>

(T) Validity and Up-to-date Status of the Data Privacy Statement

This Data Privacy Statement dated 26 August 2021 is currently up-to-date. It supersedes the previous version of 2 November 2020. Old versions can be requested from the company's data protection officer.