

# DATA PROTECTION POLICY

Stand 03.2019

## 1. Data Protection at a Glance

### General Overview

The following notices provide a straightforward summary of what happens to your personal data when you visit our website. Personal data is any data by which you can be personally identified. For detailed information on data protection, please refer to our privacy policy listed below this text.

### Data Collection on our Website

Who is responsible for data collection on this website? Data processing on this website is carried out by the website operator. You can find his contact details in the imprint of this website.

### How do we collect your data?

Firstly, your data is collected by you providing it to us. This can be, for example, data that you enter in a contact form. Other data is collected automatically by our IT systems when you visit the website. This is mainly technical data (e.g. Internet browser, operating system or time of page view). This data is collected automatically as soon as you enter our website.

### What do we use your data for?

Some of the data is collected to ensure error-free delivery of the website. Other data may be used to analyse your user behaviour.

### What rights do you have regarding your data?

You have the right to receive information about the origin, recipient and purpose of your stored personal data free of charge at any time. You also have a right to demand the correction, blocking or deletion of this data. For this purpose, as well as for further questions on the subject of data protection, you can contact us at any time at the address given in the imprint. Furthermore, you have the right to lodge a complaint with the responsible supervisory authority. You also have the right to request the restriction of the processing of your personal data under certain circumstances. For details, please refer to the privacy policy under "Right to restriction of processing".

### Analysis Tools and Tools from Third-Party Providers

When visiting our website, your surfing behaviour may be statistically analysed. This is done primarily with cookies and with so-called analysis programs. The analysis of your surfing behaviour is usually anonymous; the surfing behaviour cannot be traced back to you. You can object to this analysis or prevent it by refraining from using certain tools. Detailed information about these tools and about your objection options can be found in the privacy policy below.

## **2. General Information, Mandatory Information and Data Subject Rights**

### **Data Protection**

The providers of these websites take the protection of your personal data very seriously. We treat your personal data confidentially and in accordance with the statutory data protection regulations and this data protection declaration.

When you use this website, various personal data are collected. Personal data is data with which you can be personally identified. This privacy policy explains what data we collect and what we use it for. It also explains how and for what purpose this is done.

We would like to point out that data transmission on the Internet (e.g. when communicating by e-mail) can have security gaps. Complete protection of data against access by third parties is not possible.

### **Note on the Responsible Party**

The responsible party for data processing on this website is:

rpm rapid product manufacturing GmbH  
Dieselstrasse 15  
D-38350 Helmstedt  
Germany  
Phone: +49 (0)5351-525-900  
E-mail: [mail@rpm-factories.de](mailto:mail@rpm-factories.de)

The responsible party is the natural or legal person who alone or jointly with others determines the purposes and means of the processing of personal data (e.g. names, e-mail addresses or similar).

If you have any questions about data protection, you can contact our data protection officer.

Dr. Christoph Möller  
Telefon: +49 (0)5351-525-900  
Telefax: +49 (0)5351-525-901  
E-Mail: [moeller@rpm-factories.de](mailto:moeller@rpm-factories.de)

## **Revocation of your Consent to Data Processing**

Many data processing operations are only possible with your express consent. You can revoke an already given consent at any time. For this purpose, an informal communication by e-mail to us is sufficient. The legality of the data processing carried out until the revocation remains unaffected by the revocation.

## **Right to Object to Data Collection in Special Cases and to Direct Advertising (Art. 21 DSGVO).**

If data processing is carried out on the basis of Art. 6(1)(e) or (f) DSGVO, you have the right to object to the processing of your personal data at any time on grounds relating to your particular situation; this also applies to profiling based on these terms. The respective legal basis on which processing is based can be found in this privacy policy. If you object, we will no longer process the personal data concerned, unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves the purpose of asserting, exercising or defending legal claims (objection under Article 21(1) DSGVO).

If your personal data is processed for the purpose of direct marketing, you have the right to object at any time to the processing of personal data concerning you for the purpose of such marketing; this also applies to profiling, insofar as it is related to such direct marketing. If you object, your personal data will subsequently no longer be used for the purpose of direct marketing (objection pursuant to Article 21 (2) DSGVO).

## **Right of Appeal to the Competent Supervisory Authority**

In the event of violations of the DSGVO, data subjects have the right to lodge a complaint with a supervisory authority, in particular in the Member State of their habitual residence, their place of work or the place of the alleged violation. The right of appeal is without prejudice to any other administrative or judicial remedy.

## **Right to Data Portability**

You have the right to have data that we process automatically on the basis of your consent or in performance of a contract handed over to you or to a third party in a common, machine-readable format. If you request the direct transfer of the data to another responsible party, this will only be done insofar as it is technically feasible.

## **SSL or TLS Encryption**

For security reasons and to protect the transmission of confidential content, such as orders or requests that you send to us as the site operator, this site

uses SSL or TLS encryption. You can recognize an encrypted connection by the fact that the address line of the browser changes from "http://" to "https://" and by the lock symbol in your browser line.

If SSL or TLS encryption is activated, the data you transmit to us cannot be read by third parties.

### **Information, Blocking, Deletion and Correction**

Within the framework of the applicable legal provisions, you have the right at any time to obtain information free of charge about your stored personal data, its origin and recipient and the purpose of the data processing and, if applicable, the right to correct, block or delete this data. For this purpose, as well as for further questions on the subject of personal data, you can contact us at any time at the address given in the imprint.

### **Right to Restrict Processing**

You have the right to request the restriction of the processing of your personal data. To do this, you can contact us at any time at the address given in the imprint. The right to restriction of processing exists in the following cases:

If you dispute the accuracy of your personal data stored by us, we usually need time to verify this. For the duration of the review, you have the right to request the restriction of the processing of your personal data. If the processing of your personal data happened/is happening unlawfully, you can request the restriction of data processing instead of deletion.

If we no longer need your personal data, but you need it to exercise, defend or assert legal claims, you have the right to request restriction of the processing of your personal data instead of erasure.

If you have lodged an objection pursuant to Art. 21 (1) DSGVO, a balancing of your and our interests must be carried out. As long as it has not yet been determined whose interests prevail, you have the right to request the restriction of the processing of your personal data.

If you have restricted the processing of your personal data, this data - apart from its storage - may only be processed with your consent or for the assertion, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of an important public interest of the European Union or a Member State.

### **Objection to Promotional Emails**

The use of contact data published within the framework of the imprint obligation for the transmission of advertising and information material not expressly requested is hereby objected to. The operators of the pages expressly

reserve the right to take legal action in the event of the unsolicited sending of advertising information, such as spam e-mails.

### **3. Data Collection on our Website**

#### **Cookies**

The Internet pages use so-called cookies in some cases. Cookies do not cause any damage to your computer and do not contain viruses. Cookies serve to make our offer more user-friendly, more effective and safer. Cookies are small text files that are stored on your computer and saved by your browser.

Most of the cookies we use are so-called "session cookies". They are automatically deleted after the end of your visit. Other cookies remain stored on your device until you delete them. These cookies allow us to recognize your browser on your next visit.

You can set your browser so that you are informed about the setting of cookies and only allow cookies in individual cases, disable the acceptance of cookies for certain cases or in general, and enable the automatic deletion of cookies when closing the browser. If cookies are deactivated, the functionality of this website may be limited.

Cookies that are required to carry out the electronic communication process or to provide certain functions that you have requested (e.g. shopping cart function) are stored on the basis of Art. 6 (1) lit. f DSGVO. The website operator has a legitimate interest in storing cookies for the technically error-free and optimized delivery of its services. Insofar as other cookies (e.g. cookies for analysing your surfing behaviour) are stored, these are treated separately in this data protection declaration.

#### **Server Log Files**

The provider of the pages automatically collects and stores information in so-called server log files, which your browser automatically transmits to us. These are:

- Browser Type and Browser Version
- Operating System Used
- Referrer URL
- Host Name of the Accessing Computer
- Time of the Server Inquiry via IP-Address

This data is not merged with other data sources.

The collection of this data is based on Art. 6 para. 1 lit. f DSGVO. The website operator has a legitimate interest in the technically error-free presentation and

optimization of its website - for this purpose, the server log files need to be collected.

## Contact Form

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

The processing of the data entered in the contact form is thus based exclusively on your consent (Art. 6 para. 1 lit. a DSGVO). You can revoke this consent at any time. For this purpose, an informal communication by e-mail to us is sufficient. The legality of the data processing operations carried out until the revocation remains unaffected by the revocation.

The data you entered in the contact form will remain with us until you request us to delete it, revoke your consent to store it, or the purpose for storing the data no longer applies (e.g. after we have completed processing your request). Mandatory legal provisions - in particular retention periods - remain unaffected.

## Processing of Data (Customer and Contract Data)

We collect, process and use personal data only to the extent that they are necessary for the establishment, content or modification of the legal relationship (inventory data). This is done on the basis of Art. 6 (1) lit. b DSGVO, which permits the processing of data for the performance of a contract or pre-contractual measures. We collect, process and use personal data about the use of our Internet pages (usage data) only insofar as this is necessary to enable the user to use the service or to bill the user.

The collected customer data will be deleted after completion of the order or termination of the business relationship. Statutory retention periods remain unaffected.

## 4. Analytics Tools and Advertising

### Google Analytics

This website uses functionality provided by the web analytics service Google Analytics. The provider is Google Ireland Limited ("Google"), Gordon House, Barrow Street, Dublin 4, Ireland.

Google Analytics uses so-called "cookies". These are text files that are stored on your computer and enable an analysis of your use of the website. The information generated by the cookie about your use of this website is usually transmitted to a Google server in the USA and stored there.

The storage of Google Analytics cookies and the use of this analysis tool are based on Art. 6 (1) lit. f DSGVO. The website operator has a legitimate interest in analysing user behaviour in order to optimize both its web offering and its advertising.

### **IP Anonymization**

We have activated the IP anonymization function on this website. This means that your IP address will be shortened by Google within member states of the European Union or in other states party to the Agreement on the European Economic Area before being transmitted to the USA. Only in exceptional cases will the full IP address be transmitted to a Google server in the USA and shortened there. On behalf of the operator of this website, Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity and providing other services relating to website activity and internet usage to the website operator. The IP address transmitted by your browser as part of Google Analytics will not be merged with any other data held by Google.

### **Browser Plugin**

You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website. You can also prevent the collection of data generated by the cookie and related to your use of the website (including your IP address) to Google and the processing of this data by Google by downloading and installing the browser plugin available at the following link:

<https://tools.google.com/dlpage/gaoptout?hl=de>

### **Objection to Data Collection**

You can prevent the collection of your data by Google Analytics by setting this up in your privacy profile. An opt-out cookie will be set that prevents the collection of your data during future visits to this website.

Alternatively, you can object to the processing of your data by Google Analytics by clicking on this link. This will set an opt-out cookie on your device that will prevent your data from being collected during future visits to this website.

More information on how Google Analytics handles user data can be found in Google's privacy policy:

<https://support.google.com/analytics/answer/6004245?hl=de>

### **Demographic Characteristics with Google Analytics**

This website uses the "demographic characteristics" function of Google Analytics. This allows reports to be generated that contain statements about the age, gender and interests of site visitors. This data comes from interest-based

advertising from Google as well as visitor data from third-party providers. This data cannot be assigned to a specific person. You can deactivate this function at any time via the ad settings in your Google account or generally prohibit the collection of your data by Google Analytics as shown in the item "Objection to data collection".

### **Storage Period**

Data stored by Google at user and event level that is linked to cookies, user identifiers (e.g. User ID) or advertising IDs (e.g. DoubleClick cookies, Android advertising ID) is anonymized or deleted after 14 months. For details, please see the following link:

<https://support.google.com/analytics/answer/7667196?hl=de>

## **5. Newsletter**

### **Newsletter Data**

If you would like to receive the newsletter offered on the website, we require an e-mail address from you as well as information that allows us to verify that you are the owner of the e-mail address provided and that you agree 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 it on to third parties.

The processing of the data entered in the newsletter registration form is based exclusively on your consent (Art. 6 para. 1 lit. a DSGVO). You can revoke your consent to the storage of the data, the e-mail address and their use for sending the newsletter at any time, for example via the "unsubscribe" link in the newsletter. The legality of the data processing operations already carried out remains unaffected by the revocation.

The data you provide for the purpose of receiving the newsletter will be stored by us until you unsubscribe from the newsletter and will be deleted after you unsubscribe from the newsletter. Data that has been stored by us for other purposes remains unaffected by the revocation.

## **6. Plugins and Tools**

### **YouTube with Enhanced Data Protection**

Our website uses plugins of the website YouTube. The operator of the pages is Google Ireland Limited ("Google"), Gordon House, Barrow Street, Dublin 4, Ireland.

We use YouTube in extended data protection mode. According to YouTube, this mode causes YouTube not to store any information about visitors to this website before they watch the video. However, the transfer of data to YouTube partners is not necessarily excluded by the extended data protection mode.



Thus, YouTube - regardless of whether you watch a video - establishes a connection to the Google DoubleClick network.

As soon as you start a YouTube video on our website, a connection to YouTube's servers is established. This tells the YouTube server which of our pages you have visited. If you are logged into your YouTube account, you enable YouTube to assign your surfing behaviour directly to your personal profile. You can prevent this by logging out of your YouTube account.

Furthermore, YouTube can save various cookies on your device after starting a video. With the help of these cookies, YouTube can obtain information about visitors to our website. This information is used, among other things, to collect video statistics, improve the user experience and prevent fraud attempts. Cookies remain on your terminal device until you delete them.

If necessary, further data processing operations may be triggered after the start of a YouTube video, over which we have no control.

YouTube is used in the interest of an appealing presentation of our offerings online. This represents a legitimate interest within the meaning of Art. 6 (1) lit. f DSGVO.

For more information about data protection at YouTube, please see their privacy policy at: <https://policies.google.com/privacy?hl=de>.

### **Google Web Fonts**

This site uses so-called web fonts provided by Google for the uniform display of fonts. The Google Fonts are installed locally. A connection to Google servers does not take place.

### **Adobe Fonts**

Our website uses web fonts from Adobe for the uniform display of certain fonts. The provider is Adobe Systems Incorporated, 345 Park Avenue, San Jose, CA 95110-2704, USA (Adobe).

When you visit our pages, your browser loads the required fonts directly from Adobe so that they can be displayed correctly on your device. In doing so, your browser establishes a connection to Adobe's servers in the USA. This enables Adobe to know that your IP address has been used to access our website. According to Adobe, no cookies are stored when providing the fonts.

Adobe is certified under the EU-US Privacy Shield. The Privacy Shield is an agreement between the United States of America and the European Union to ensure compliance with European data protection standards. For more information, please visit:

<https://www.adobe.com/de/privacy/eudatatransfers.html>

The use of Adobe Fonts is necessary to ensure a consistent typeface on our website. This constitutes a legitimate interest within the meaning of Art. 6 (1) lit. f DSGVO.

You can find more information about Adobe Fonts at:

<https://www.adobe.com/de/privacy/policies/adobe-fonts.html>

The Adobe privacy policy can be found at:

<https://www.adobe.com/de/privacy/policy.html>

## Google Maps

This site uses the mapping service Google Maps via an API. The provider is Google Ireland Limited ("Google"), Gordon House, Barrow Street, Dublin 4, Ireland.

To use the functions of Google Maps, it is necessary to store your IP address. This information is usually transferred to a Google server in the USA and stored there. The provider of this site has no influence on this data transmission.

The use of Google Maps is in the interest of an appealing presentation of our offerings and an overview of the locations indicated by us on the website. This represents a legitimate interest within the meaning of Art. 6 para. 1 lit. f DSGVO.

More information on the handling of user data can be found in Google's privacy policy: <https://policies.google.com/privacy?hl=de>.

## 7. Applications

### Data Processing for Potential Employment

We offer you the opportunity to apply to us (e.g. by email, by post or via online application form). In the section below, we will provide you with information on the scope, purpose and use of your personal data collected as part of the application process. We assure you that the collection, processing and use of your data will be carried out in accordance with applicable data protection law and all other statutory provisions and that your data will be treated in strict confidence.

### Scope and Purpose of Data Collection

When you send us an application, we process your personal data associated with it (e.g. contact and communication data, application documents, notes taken during interviews, etc.), insofar as this is necessary to decide on the establishment of an employment relationship. The legal basis for this is § 26 BDSG-neu under German law (Initiating an Employment Relationship), Art. 6

para. 1 lit. b DSGVO (General Contract Initiation) and - if you have given your consent - Art. 6 para. 1 lit. a DSGVO.

Within the company, your personal data will only be disclosed to the responsible parties who decide on a possible employment; in addition to the management, these are in this case the responsible supervisors. Data may be passed on to parties outside our company, such as external personnel consultants and the advisory board, in the course of the application process for better decision-making.

We have concluded a corresponding agreement with the external consultants and the Advisory Board regarding the handling of your personal data. In any case, you will be informed about the transfer of your application documents.

If the application is successful, the data you submitted will be stored in our data processing systems on the basis of Section 26 BDSG-neu and Article 6 (1) lit. b DSGVO for the purpose of implementing the employment relationship.

### **Retention Period of the Data**

If we are unable to make you a job offer, you reject a job offer, withdraw your application, revoke your consent to data processing or request us to delete the data, the data you have submitted, including any remaining physical application documents, will be stored or retained (retention period) for a maximum of 6 months after the conclusion of the application process in order to be able to trace the details of the application process in the event of discrepancies (Art. 6 para. 1 lit. f DSGVO).

YOU MAY OBJECT TO THIS STORAGE IF YOU HAVE LEGITIMATE INTERESTS THAT OUTWEIGH OUR INTERESTS.

After expiry of the retention period, the data will be deleted, unless there is a legal obligation to retain the data or there is another legal reason for further storage. If it is evident that it will be necessary to retain your data after the retention period has expired (e.g. due to an impending or pending legal dispute), the data will not be deleted until it has become irrelevant. Other statutory retention obligations remain unaffected.

## **8. General Communication**

If you contact us by e-mail, telephone or fax, your inquiry including all resulting personal data (name, inquiry) will be stored and processed by us for the purpose of processing your request. We do not pass on this data without your consent.

The processing of this data is based on Art. 6 (1) lit. b DSGVO, if your request is related to the performance of a contract or is necessary for the implementation of pre-contractual measures. In all other cases, the processing is based on your



consent (Art. 6 para. 1 lit. a DSGVO) and/or on our legitimate interests (Art. 6 para. 1 lit. f DSGVO), as we have a legitimate interest in the effective processing of the inquiries addressed to us, processing is necessary for order processing or we would like to acquire orders in order to fulfill our business purpose.

The data you send to us via a contact request will remain with us until you request us to delete it, revoke your consent to store it, or the purpose for storing the data no longer applies (e.g. after your request has been processed or the business relationship has ended). This mostly concerns your contact data. Mandatory legal provisions - in particular legal retention periods - remain unaffected.

Helmstedt, on 01 March, 2019

**Managing Directors:**

Dr.-Ing. Dipl.-Wirtsch.-Ing. Klaus Kreutzburg

Dr.-Ing. Jörg M. Gerken

Dr. Claus Thomy

rpm rapid product manufacturing GmbH

Dieselstrasse 15

38350 Helmstedt

**Registry Court:** Amtsgericht Braunschweig

**Registration Number:** HRB 100719

**VAT ID Number:** DE 812245549

rpm – Data Protection Policy - Stand 03/2019