

Data privacy statement

Any collection, processing and use (hereinafter "use") of data is solely for the purpose of providing our services. The services of SIK-Holzgestaltungs GmbH have been designed to use as little personal information as possible. For that matter, "personal data" is understood as all individual details about a person or factual circumstances of an identifiable natural person (so-called "affected person").

The following statements on data protection describe what types of data are collected when accessing our website, what happens with these data and how you may object to data usage.

1 General information on data processing

1.1 Person Responsible (Controller)

Responsible within the meaning of the EU General Data Protection Regulation (GDPR) and the new Federal Data Protection Act (BDSG) is:

SIK-Holzgestaltungs GmbH („SIK-Holz“)

Langenlipsdorf 54a
14913 Niedergörsdorf

Telephone: +49(0)33742 799 0

Email: info@sik-holz.de

Homepage: www.sik-holz.de

1.2 Name and address of the Data Security Officer

The data security officer is:

Christian Scholtz of WS Datenschutz GmbH

If you have questions about data protection, you can contact WS Datenschutz GmbH at the following email address:

sik-holz@ws-datenschutz.de

Or by mail:

WS Datenschutz GmbH
Meinekestraße 13
D-10719 Berlin

<https://ws-datenschutz.de>



1.3 Protection of your data

We have taken technical and organizational measures to ensure that the requirements of the EU General Data Protection Regulation (GDPR) are met by us, as well as, by external service providers working for us.

If we work with other companies to provide our services, such as email and server providers, this will only be done after an extensive selection process. In this selection process, each individual service provider is carefully selected for its suitability in terms of technical and organizational data protection skills. This selection procedure will be documented in writing and an agreement on the order processing of data (order processing contract) will only be concluded if the third party complies with the requirements of Art. 28 GDPR.

Your information will be stored on specially protected servers. Access to it is only possible for a few specially authorized persons.

Our website is SSL/TLS encrypted, as can be seen by the https:// at the start of our URL. This also involves e-mail communications, which is encoded via SSL certificate.

1.4 Erasure of personal data

SIK-Holz processes personal data only if necessary. As soon as the purpose of the data processing is fulfilled, deletion of the data is carried out according to the standards of the deletion concept, unless legal or contractual regulations oppose this.

2 Use of data on this website and in logfiles

2.1 Scope of processing personal data

When visiting our website, our web servers temporarily store every access in a log file. The following data is collected and stored until automated deletion:

- IP-address of the requesting computer
- Date and time of access
- Name and URL of the retrieved file
- Message if the retrieval was successful
- Detection data of the browser and operating system used
- Website from which access is made
- Name of your Internet access provider
- We or our partners may process additional data occasionally. You will find information about this below.

2.2 Legal basis for processing personal data

The legal basis for the temporary storage of the data and log files is Art. 6 para. 1 s. 1 lit. f) GDPR. Our legitimate interest is to make our website accessible for you.

2.3 Purpose of data processing

The processing of this data serves: the purpose of enabling the use of the website (connection establishment), system security, the technical administration of the network infrastructure, as well as to optimize the website. The IP address is evaluated only in case of attacks on our network infrastructure or the network infrastructure of our internet provider.

Furthermore, no input of your personal data is required to use our website.

2.4 Duration of storage

As soon as the purpose of the data processing is fulfilled, deletion of the data is carried out.

This happens as soon as you close our website. Our hosting service might use data for statistical purposes. Any personal data will be anonymized for this. Our hosting service will delete this data after a period of 7 days.

2.5 Right of objection and erasure

The data processing is necessary in order to present the website and to ensure the website's operation. Therefore, objecting is impossible.

3 Use of cookies

3.1 Description and scope of data processing

Our website is using cookies. Cookies are stored on your computer when you use our website. Cookies are small text files which are stored on your hard drive assigned to the browser you use. Through this information flows to SIK-Holz or the party who set the cookie. Cookies cannot run programs on or transmit viruses to your computer. Cookies are used to analyze the use of www.sik-holz.de in anonymized or pseudonymized form and to enable the use of different languages on this website.

The following data may be transmitted:

- Frequency of website visits
- Which functions of the website were used
- Language settings
- Used search terms

Upon entering this website, a cookie banner informs you about the use of cookies on this website and asks for your consent to the use of cookies.

3.2 Legal basis for data processing

This processing is legally based on Art. 6 para. 1 s. 1 lit. f) GDPR.

3.3 Purpose of data processing

Our legitimate interests are to provide you with a working website connection and to ensure a comfortable use of this website. Also, we need to process your personal data to solve occurring safety and security issues, as well as to ensure system stability.

The data processing takes place to make a statistical evaluation of our website possible.

3.4 Duration of storage

This website uses persistent cookies. Persistent are automatically deleted after a specified period, which may differ depending on the cookie.

3.5 Right to objection and erasure

You can delete the cookies in the security settings of your browser at any time. Please be aware that you may not be able to use all features of this site, when deleting the cookies from your browser history. The use of cookies can be prevented by appropriate browser settings at any time.

4 Contact

4.1 Description and scope of data processing

Via the website www.sik-holz.de it is possible to contact us via e-mail or via contact form. This will require different data to answer the request, which will be automatically saved for processing.

The following data are required to process your request:

- Email address
- Last name
- Message

Furthermore, you can enter the following data optionally:

- Company / Authority
- Telephone number

Your data will not be passed on to third parties, unless you have given your consent.

4.2 Legal basis for data processing

The legal basis depends on what the reason for your request is: Therefor data processing will be based on Art. 6 para. 1 s. 1 lit. a) GDPR or Art. 6 para. 1 s. 1 lit. b) GDPR.

4.3 Purpose of data processing

The processing of personal data from the input form is used solely handling the contact request.

4.4 Duration of storage

The data will be deleted as soon as we answer your request. There might occur rare cases when legal or contractual retention periods interfere with the deletion of your personal data. In this case your data will be deleted after these periods.

4.5 Right to objection and erasure

The user has the right to withdraw their consent to the processing of personal data at any time. If the user contacts us, they can object to storage of their personal data at any time. In such cases, the conversation cannot be continued. All personal data that has been stored in the course of the contact will be deleted.

5 Data processing for applications

5.1 Description and scope of data processing

We offer the opportunity to apply for jobs by email (n.kuester@sik-holz.de). For this purpose, personal data is processed and stored for further processing during the respective application process.

5.2 Legal basis for data processing

Data processing will be based on Art. 88 GDPR and § 26 BDSG (2018).

5.3 Purpose of data processing

We process your data exclusively for the purpose of carrying out the application process.

5.4 Duration and storage

In case of successful application and employment, the personal data is stored in accordance with the legal requirements. In case of unsuccessful application, the data will be deleted in accordance with the rules of the local deletion concept. In doing so the provisions of the AGG (German Employment Law), especially the existing evidence pursuant to § 22 AGG, are taken into account.

This does not apply if we are obliged to any legal deletion periods or if you have given consent to store your data for further communication with us (e.g. we have another suitable job in the future). In these cases, the legal basis for further storage of your data is Art. 6 para. 1 s. 1 lit. c) resp. lit. a) GDPR.

5.5 Right to objection and erasure

You can contact us at any time and object to further processing of your data. All personal data of the application process will be deleted in this case.

6 Tracking and analytics

For the continuous improvement of our website www.sik-holz.de we use the following tracking and analysis tools. Which personal data is processed in each case and how you can reach the respective service providers, you will find below:

6.1 Google Analytics

6.1.1 Description and scope of data processing

The website www.sik-holz.de uses Google Analytics. This is a service for analysing access to websites of Google Inc. ("Google") and allows us to improve our website.

Data processing for the European Economic Area and for Switzerland is carried out by:

Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland.

Cookies enable us to analyze your use of our website. The information collected by cookie are:

- IP address
- Access time
- Access Duration

The information is transmitted to a Google server in the USA and stored there. The evaluation of your activities on our website is transmitted to us in the form of reports. Google may pass on the collected information to third parties, if required by law or if third parties process this data on behalf of Google. The Google tracking codes of our Internet offer use the function "_anonymizeIp()", thus IP addresses are processed only shortened, in order to exclude a possible direct personal link to you.

At <https://www.google.de/intl/de/policies/> as well as at <http://www.google.com/analytics/terms/de.html> you can find out more about the terms of use and privacy policy of Google Analytics.

6.1.2 Legal basis of data processing

Legal basis is the Art. 6 para 1 s. 1 lit. f) GDPR. Our interest is to provide a website which is tailored to its audience and to optimize our online services accordingly.

6.1.3 Purpose of data processing

By processing the data, we can analyze how our website is used, so we can improve it for our users. We protect your data by using only anonymized IP addresses.

More information:

https://support.google.com/analytics/answer/2763052?hl=de&ref_topic=2919631

6.1.4 Duration of storage

The data will be deleted 26 months after your last website visit.

6.1.5 Right to objection and erasure

You can prevent the installation of cookies by Google Analytics in your browser settings. In this case, however, it may happen that you cannot fully use all features of our website. Also, through browsers extensions (e.g. <http://tools.google.com/dlpage/gaoptout?hl=de>) Google Analytics can be disabled and controlled.

You can prevent tracking by using following link: <https://sik-holz.de/en/data-protection/>

7 Tools for advertisement and marketing

Tools are also included on our website to ensure that our website is displayed to you during an internet search, as a relevant search result or as an advertisement. Below, the programs used in connection with our website have been broken down for you:

7.1 Google Ads

7.1.1 Description and scope of data processing

SIK-Holz has integrated the services of Google Ads (formerly Google AdWords) on its website. Google Ads is an internet advertising service. In particular, SIK-Holz uses Google Ads to gain relevance in the results of Google's search engine.

Data processing for the European Economic Area and for Switzerland is carried out by:

Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland.

If the user accesses the SIK-Holz website through a Google ad, Google will set a so-called conversion cookie on the user's system. For the explanation of the cookies, please refer to the pass to the cookies. The conversion cookie is used to create and analyze web-use statistics.

The conversion cookie stores the IP address when visiting the website. This data is stored in the USA. It is possible that Google will share this information with third parties.

For further privacy notices of Google refer to:

<https://policies.google.com/privacy?hl=en&gl=de>

7.1.2 Legal basis of data processing

The legal basis is Art. 6 para. 1 s. 1 lit. f) GDPR. It is our legitimate interest to reach a wide audience.

7.1.3 Purpose of data processing

In particular, SIK-Holz uses Google Ads to gain relevance in the results of Google's search engine.

7.1.4 Duration of storage

30 days after setting the conversion cookie the cookie loses its validity. This means that the user can no longer be identified. Within these 30 days both SIK-Holz and Google can track which subpages have been accessed.

7.1.5 Right to objection and erasure

The setting of cookies can be prevented by appropriate settings in the user's Internet browser at any time. The already set cookies can also be deleted in the settings of the Internet browser. We express our concern that preventing cookies from being set may mean that not all features are fully available.

The user may separately object to interest-based personalized advertising by Google. Please refer to the following link: www.google.de/settings/ads

8 Other tools of third-party providers

We also use third-party providers to help us with the site's appearance and functionality. These are listed below:

8.1 Google Maps

8.1.1 Description and scope of data processing

This website uses the Google Maps map service via an API.

Data processing for the European Economic Area and for Switzerland is carried out by:

Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland.

Further information about handling user data, can be found in the data privacy policy of Google at: <https://www.google.de/intl/de/policies/privacy/> and the terms of Google Maps https://www.google.com/intl/de_de/help/terms_maps.html

8.1.2 Legal basis of data processing

The legal basis is Art. 6 para. 1 s. 1 lit. f) GDPR. It is in our legitimate interest to use a modern way to present you our location information in an interactive way.

8.1.3 Purpose of data processing

The use of Google Maps helps you to easily see where places like our location are and additionally provides further means to interact like a route planner.

8.1.4 Duration of storage

The data will be deleted as soon as they are no longer needed for our recording purposes.

8.1.5 Right of objection and erasure

The data processing is mandatory in order to be able to present the location information on our website, so they cannot be waived. Therefore, objecting is impossible.

8.2 Google Web Fonts

8.2.1 Description and scope of data processing

SIK-Holz uses web fonts provided by Google. for uniform representation of fonts on the website.

Data processing for the European Economic Area and for Switzerland is carried out by:

Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland.

When you call up a page, your browser loads the required web fonts into your browser cache to display texts and fonts correctly. To do this, the browser you use must connect to Google's servers. As a result, Google learns that our website has been accessed via your IP address.

For more information about Google Web Fonts, see <https://developers.google.com/fonts/faq> and Google's privacy policy: <https://www.google.com/policies/privacy/>.

8.2.2 Legal basis of data processing

The legal basis is Art. 6 para. 1 s. 1 lit. f) GDPR. It is in our legitimate interest to make our website visually appealing and user-friendly at the same time.

8.2.3 Purpose of data processing

SIK-Holz uses web fonts provided by Google for uniform representation of fonts on our website. The use of Google Web Fonts is in the interest of a consistent and attractive presentation of our online services

8.2.4 Duration of storage

The data will be deleted as soon as they are no longer needed for our recording purposes.

8.2.5 Right to objection and erasure

You can set your browser to not download the fonts from the Google servers. If your browser does not support web fonts, a default font will be used by your computer.

9 Service providers from third countries

In order to be able to provide our services, we use the support of service providers from third party countries (non-EU countries). In order to ensure the protection of your personal data in this case, we conclude processing contracts with each - carefully selected - service provider. All of our processors provide sufficient guarantees to implement appropriate technical and organizational measures. Our third country data processors are either located in a country with an adequate level of data protection (Art. 45 GDPR) or provide appropriate safeguards (Art 46 GDPR). Below you may find our categories of processors, the country they are located at and the safeguards or guarantees they provide:

- Google, Information and Communications Technology, USA, Member of the EU-US Privacy Shield:
<https://www.privacyshield.gov/participant?id=a2zt000000001L5AAI&status=Active>

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 privacy standards.

10 Your rights

You have the following rights with respect to the personal data concerning you:

10.1 Right to withdraw a given consent (Art. 7 GDPR)

If you have given your consent to the processing of your data, you can withdraw it at any time. This will affect the admissibility of processing your personal data by us for the time after you have withdrawn your consent. To withdraw your consent, contact us personally or in written form.

10.2 Right of access (Art. 15 GDPR)

You have the right to obtain from us confirmation as to whether or not personal data concerning you are being processed, and, where that is the case, access to your personal data and the following information:

- the purpose of processing;
- the categories of personal data concerned;
- the recipients or the categories of recipient to whom your personal data have been or will be disclosed, in particular recipients in countries outside of the EU or international organisations;
- where possible, the envisaged period for which your personal data will be stored, or, if not possible, the criteria used to determine that period;
- all available information on the source of your personal data;
- the existence of automated decision-making, including profiling, referred to Art. 22 Para. 1 and 4 GDPR and, in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for you.

In the case of such a request, you must provide enough information about your identity to proof that the request concerns your own personal data.

10.3 Right to rectification and erasure (Art. 16, 17 GDPR)

You have the right to obtain from us without undue delay the rectification and completion of inaccurate personal data concerning yourself.

You may also request the deletion of your personal data if any of the following applies to you:

- the personal data concerning you are no longer necessary for the purposes for which they were collected or otherwise processed;
- you withdraw consent on which the processing is based according to Art. 6 Para. 1 s.1 lit. a) or Art. 9 Para. 2 lit. a) GDPR, and where there is no other legal ground of processing;
- you object to the processing pursuant to Art. 21 Para. 1 GDPR and there are no overriding legitimate grounds for the processing, or the you object to the processing pursuant to Art. 21 Para. 2 GDPR;
- the personal data have been unlawfully processed;
- the personal data have to be erased for compliance with a legal obligation in Union or Member State law to which we are subject;
- the personal data have been collected in relation to the offer of information society services referred to in Art. 8 Para. 1.

Where we made the personal data public and are obliged to erase the personal data pursuant to Art. 17 Para. 1 GDPR, we, taking account of available technology and the cost of implementation, shall take reasonable steps, including technical measures, to inform controllers which are processing the personal data that you have requested the erasure by such controllers of any links to, or copy or replication of, those personal data.

These rights **shall not apply** to the extent that processing is necessary:

- for exercising the right of freedom of expression and information;
- for compliance with a legal obligation which requires processing by Union or Member State law to which we are subject or for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- for reasons of public interest in the area of public health in accordance of Art. 9 Para. 2 lit. h) and i) as well as Para. 9 Para. 3 GDPR;
- for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Art. 89 Para. 1 GDPR, in so far as the right referred to above is likely to render impossible or seriously impair the achievement of the objectives of that processing, or
- for the establishment, exercise or defence of legal claims.

10.4 Right to restriction of processing (Art. 18 GDPR)

You shall have the right to obtain from us restriction of processing where one of the following applies:

- the accuracy of the personal data is contested by you, for a period enabling us to verify the accuracy of the personal data;

- the processing is unlawful, and you oppose the erasure of the personal data and request the restriction of their use instead;
- we no longer need the personal data for the purposes of the processing, but they are required by you for the establishment, exercise or defence of legal claims;
- you have objected to processing pursuant to Art. 21 Para. 1 GDPR pending the verification whether our legitimate grounds override yours.

Where processing has been restricted under the aforementioned conditions, such personal data shall, except for storage, only be processed with your consent or for the establishment, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest of the Union or of a Member State.

If the limitation of the processing is restricted, you will be informed by us before the restriction is lifted.

10.5 Right to information (Art. 19 GDPR)

If you have asserted us your right to rectification, deletion or restriction of data processing, we will inform all recipients of your personal data to correct, delete or restrict the processing of data, unless this proves impossible or involves disproportionate effort.

You also have the right to know which recipients have received your personal data.

10.6 Right to data portability (Art. 20 GDPR)

You have the right to receive your personal data, which you provided to us, in a structured, commonly used and machine-readable format. Also, you have the right to transmit those data to another controller, where

- the processing is based on consent pursuant of Art. 6 Para. 1 S.1 lit. a) GDPR or of Art. 9 Para. 2 lit. a) GDPR or is based on a contract pursuant of Art. 6 Para. 1 S. 1 lit. b) DS-GVO; and
- the processing is carried out by automated means.

In exercising your right to data portability, you have the right to obtain that personal data transmitted directly from us to another controller, as far as technically feasible. The right to data portability does not apply to processing of personal data necessary for the performance of a task carried out in the public interest or in the exercise of official authority that has been delegated to us.

10.7 Right to object (Art. 21 GDPR)

Where we based the processing of your personal data on a legitimate interest (Art. 6 Para. 1 lit. f) GDPR), you may object to the processing. The same applies if the data processing is based on Art. 6 Para. 1 S. 1 lit. e).

In this case, we ask you to explain the reasons why we should not process your personal data. Based on this we will terminate or adapt the data processing or show you our legitimate reasons why we continue the data processing.

10.8 Right to lodge a complaint with supervisory authority (Art. 77 GDPR)

Without prejudice to any other administrative or judicial remedy, you shall have the right to complain to a supervisory authority, in particular in the Member State of your residence, place of work or place of alleged infringement, if you believe that the processing of the personal data concerning you is against the infringes of the GDPR.

The supervisory authority to which the complaint has been submitted shall inform you of the status and results of the complaint, including the possibility of a judicial remedy according to Article 78 GDPR.

11 How you perceive these rights

To exercise these rights, please contact our data security officer:

Christian Scholtz of Webersohn & Scholtz GmbH

sik-holz@ws-datenschutz.de

or by mail:

WS Datenschutz GmbH
Meinekestraße 13
D-10719 Berlin

12 Subject to change

We reserve the right to change this privacy policy in compliance with legal requirements.

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