

PRIVACY POLICY

The purpose of the following text is to inform you about how we process your personal data in connection with our website.

CONTROLLER

Hela Gewürzwerk Hermann Laue GmbH

Beimoorweg 11
22926 Ahrensburg, Germany
Tel +49 (0)41 024 960
Fax +49 (0)41 0249 6104
Email: info@hela.eu

CONTACT DATA PROTECTION OFFICER

datenschutz@hela.eu

WHEN WE PROCESS PERSONAL DATA AND WHAT DATA WE PROCESS

We process your personal data in the following cases:

- a. When you visit our website, the browser in use on your device automatically sends information to our website server. This information is stored temporarily in a log file. The following information is collected without your involvement and stored until its automatic erasure:
 - The IP address of the requesting computer
 - The date and time of access
 - The name and URL of the retrieved file
 - The website from which access is made (the referrer URL),
 - The browser used and the operating system of your computer plus the name of your access providerIn addition to this we use cookies when you visit our website. For more information on this please consult the section entitled 'Analytical tools'.
- b. If you have any questions we offer you the option of contacting us using the form provided on the website. When you do so you will need to provide us with a valid email address so that we know who the query comes from and are able to answer it. Any further details are provided voluntarily.
- c. If you want to send us an application for an advertised position or initiative, we will process the documents and personal data you send us.
 - In the case of (unsolicited) job applications we will need your name, address and other contact details, date and place of birth, nationality and documents proving your qualifications. In addition to this you may voluntarily provide us with details which in your opinion help your application for employment.

PURPOSES OF DATA PROCESSING

We use the personal data you actively disclose only for the specific agreed purpose and only to the extent necessary.

- a. The above-mentioned data is used by us for the following purposes:
 - To guarantee the seamless establishment of a connection to this website
 - To guarantee that our website is easy and convenient to use
 - To evaluate system security and stability
 - For other administrative purposes

The legal foundation for data processing is laid down in Article 6, paragraph 1, sentence 1 (f) of the General Data Protection Regulation (GDPR). Our legitimate interest derives from the above-listed data collection

purposes. Under no circumstances do we use the collected data for the purpose of making inferences about your personal characteristics.

- b. Pursuant to Article 6 paragraph 1, sentence 1 (b) of the GDPR, data processing for the purpose of making contact with us constitutes the steps necessary prior to entering into a contract. Once a contract has been concluded the data may be transferred to our customer care system. The data will not be processed for any other purpose.
- c. The purpose of the data processing is to establish and conduct an employment relationship pursuant to Article 88 of the GDPR in conjunction with section 26 of the German Federal Data Protection Act (Bundesdatenschutzgesetz – BDSG). In the event of a positive decision the personal data will be transferred to our personnel file to be used for staff management purposes.

CATEGORIES OF RECIPIENTS OF PERSONAL DATA

Your personal data is not transferred to third parties other than for the purposes set out below.

We only pass on your personal data to third parties if:

- you have given us your express consent pursuant to Article 6 paragraph 1, sentence 1 (a) of the GDPR;
- the transfer is necessary, pursuant to Article 6 paragraph 1, sentence 1 (f) of the GDPR, for the establishment, exercise or defence of legal claims and there is no reason to assume that you have an overriding legitimate interest in your data not being transferred;
- circumstances render the transfer necessary, pursuant to Article 6 paragraph 1, sentence 1 (c) of the GDPR, for compliance with a legal obligation and
- it is lawful and necessary pursuant to Article 6 paragraph 1, sentence 1 (b) of the GDPR for the performance of the contract with you.

Data is only transferred to third countries if you have given us your consent.

DURATION FOR WHICH THE PERSONAL DATA IS STORED

- a) Cookies are stored in your browser as so-called session cookies, meaning that your browser automatically erases them when you leave the website. In this case the duration of their storage depends on the technical functionality of the browser you use.
- b) Personal data transferred to us in connection with a contact request on our website are stored only for the duration of the processing of that request. If a contract is concluded, the data you disclose will generally be stored in our customer care system for ten years unless some other legal requirement obliges us to store them for a longer period.
- c) In the event of
 - a. rejection: the personal data collected will be stored for a minimum of three months and a maximum of six months.
 - b. appointment: our storage periods duly apply; the information you are entitled to will be provided for you on your appointment.
- d) The personal data disclosed by you will be stored until you withdraw your consent to its storage.

Please note that we will erase your data if its storage is unlawful (in particular if the data is inaccurate and its correction is impossible). If there are legal or actual obstacles to its erasure (for example special storage obligations under provisions of commercial or tax law) it will instead be blocked.

RIGHT TO OBJECT

If your personal data is processed on the basis of legitimate interests pursuant to Article 6 paragraph 1, sentence 1 (f) of the GDPR you have the right, pursuant to Article 21 of the GDPR, to object to the processing of your personal data on grounds relating to your particular situation or if the objection is directed at processing for

direct marketing purposes. In the latter case you have a general right to object which will be implemented by us without reference to any particular situation.

If you wish to exercise your rights to withdraw consent or to object, sending an email to datenschutz@hela.eu is sufficient.

RIGHT OF ACCESS, RECTIFICATION, ERASURE AND RESTRICTION

The data subject has a right of access to the relevant personal data as well as to rectification, erasure or restriction of the processing. The data subject also has the right to object to the processing.

RIGHT TO DATA PORTABILITY

The data subject has a right to data portability.

RIGHT TO COMPLAIN TO THE SUPERVISORY AUTHORITY

You have the right to complain to the supervisory authority.

PROVISION OF THE PERSONAL DATA

You do not have a statutory right to the provision of personal data.

AUTOMATED DECISION-MAKING, INCLUDING PROFILING

Under certain circumstances automated profiling may take place, with the aim of evaluating personal aspects.

We make use of profiling in the following circumstances:

In compliance with statutory and regulatory provisions we are obliged to combat money laundering, the financing of terrorism and criminal offences which jeopardise assets. In such cases, data evaluations, for instance checks against legally prescribed lists, may be made.

ANALYTICAL TOOLS

We use cookies on our website. These are small files which your browser automatically creates and which are stored on your device (laptop, tablet, smartphone, etc.) when you visit our website. Cookies do not cause any damage to your device, nor do they contain any viruses, Trojans or other malware.

Information is saved to the cookies which is associated with the specific device being used. However, this does not mean that we thereby gain direct knowledge of your identity.

Employing cookies enables us to make the use of our services more convenient for you. In this regard we use session cookies in order to detect that you have already visited certain pages of our website. These are automatically deleted as soon as you leave our website.

In addition to this, likewise with the aim of optimising user-friendliness, we use temporary cookies which are stored on your device for a certain fixed period. When you revisit our website to make use of our services the website automatically detects that you have visited it in the past, as well as what entries you made and settings you chose, so that you do not have to do these things again.

We also use cookies to keep statistical records of the use of our website and in order to evaluate and optimise what we offer you. When you revisit our website these cookies enable us to automatically detect that you have visited us in the past. These cookies are automatically deleted after a preset time.

The data processed by cookies is required pursuant to Article 6 paragraph 1, sentence 1 (f) of the GDPR for the above-mentioned purposes to uphold our legitimate interests as well as those of third parties.

Most browsers accept cookies automatically. However, you can configure your browser in such a way that no cookies are stored on your computer, or alternatively so that a warning always appears before a new cookie is stored. However, the complete deactivation of cookies may lead to you being unable to use all the functions of our website.

GOOGLE FONTS

On our website we use Google fonts. These are typefaces provided by Google LLC (1600 Amphitheatre Parkway, Mountain View, CA 94043, USA – 'Google'). We do this to enable our website to load as smoothly and as clearly

as possible. In order for the website to be displayed properly a connection is made between your browser and the Google server. The content of this communication is the IP address. The legal foundation for the processing actions stated above this Article 6, paragraph 1, sentence 1 (f) of the General Data Protection Regulation (GDPR), through which we justify our legitimate interest in a standardised display. The possibility to opt out of this can be found by following this link: <https://adssettings.google.com/authenticated>. You can also revoke your consent at any time by communicating that with us. You can find more information about Google 's data protection policy at: <https://www.google.com/policies/privacy/>

FACEBOOK

Our website uses the share button of the social network Facebook which is operated by Facebook Inc., 1601 S. California Ave, Palo Alto, CA 94304, USA. If you are habitually resident in the European Union, the services are provided to you by Facebook Ireland Limited, Hanover Reach, 5–7, Hanover Quay, Dublin 2, Ireland. The share button can be identified by the characteristic Facebook logo. When you visit a website with an embedded social plug-in, your browser – after you click to activate the button – will use cookies to establish a direct connection with Facebook and, according to the information we have, transmits the following data directly to Facebook:

- date and time of your visit
- the URL of the page you are currently visiting
- your IP address
- the device you are using
- your browser
- your operating system
- your user ID if you are a registered Facebook user and potentially even your name and surname
- as well as the information that you used that specific plug-in on our website

Unfortunately, we have no control over what data Facebook actually collects, uses or stores. Please also see the privacy policy and cookie guidelines of Facebook. Additionally, you should be aware that Facebook collects data on you through these social plug-ins on our website (e.g. the specific page you were on) and is able to associate them with your Facebook profile data, regardless of whether you actually use the share feature of the plug-in or just click on it once. As far as we know, it is absolutely possible for Facebook to use persistent cookies in order to associate the data collected through activated social plug-ins with user profiles at a later date. Consequently, you should prevent the installation of Facebook cookies in your browser settings.

PRIVACY POLICY REGARDING THE USE OF ADOBE FLASH PLAYER

This website uses Flash media. The Flash Player plug-in needed to play back this media uses cookies. Flash cookies or local shared objects (LSO) are files in which websites which integrate Flash media write user-specific data onto the computer of the accessing user and can subsequently read that data for local evaluation purposes. These files are administered not by the web browser itself but by its Flash Player plug-in. As a website operator we have no influence on these cookies.

With the standard Flash Player settings you will not be asked for permission to store cookies on the local hard disk. However, Flash cookies can be deleted via the Macromedia website. For details go to:

http://www.macromedia.com/support/documentation/de/flashplayer/help/settings_manager07.html.

DATA SECURITY

During your visit to the website we use the distributed SSL (Secure Sockets Layer) technique in conjunction with the highest available encryption level which your browser will support. As a rule this involves 256-bit encryption. If your browser does not support 256-bit encryption we instead fall back on 128-bit v3 technology. You can determine whether an individual page on our website has been transmitted in encrypted form from the fact that the key or lock symbol in your browser's lower status bar is shown in its closed form. However, the page can also be accessed in unencrypted form.

We also take suitable technical and organisational security measures to protect your data against accidental or deliberate manipulation, partial or total loss, destruction and unauthorised third-party access. Our security measures are continuously being improved in line with technological developments.

UPDATING AND CHANGES TO THIS PRIVACY POLICY

This privacy policy is currently valid and was last updated in June 2018.

It may prove necessary to amend this privacy policy due to the ongoing development of our website and services or in response to changes to statutory provisions or official requirements. The current privacy policy can be accessed on our website and printed out at any time.