

1. Name and address of the data controller

The controller as defined within the General Data Protection Regulation (GDPR) and within other national privacy legislation of the member states and other privacy regulations is:

Hamburgisches WeltWirtschaftsInstitut gemeinnützige GmbH (HWWI)

www.hwwi.org

Oberhafenstraße 1

20097 Hamburg

Telefon +49 (0)40 34 05 76 – 0

Fax +49 (0)40 34 05 76 – 776

Email: info@hwwi.org

2. Name and address of the data protection officer

The data protection officer of the controller is:

INGravure GmbH

www.ingravure.org

Holstenstraße 68a

24103 Kiel, Germany

Telephon: +49 431 22 18 86 96

Email: datenschutz@hwwi.org

3. Server statistics

3.1 Processed data

When visiting our website, the following data is transferred by the browser and recorded by us:

- IP-address
- date and time of the query
- difference towards Greenwich Mean Time (GMT)
- content of the query (specific site)

- access status / HTTP status code
- amount of transferred data
- referrer website
- browser
- operating system and desktop environment
- language and version of used browser software

The data will also be saved within the log files of our system.

3.2 Legal basis

The legal basis for temporarily saving the data and the corresponding log files is art. 6 sec. 1 f GDPR.

3.3 Purposes

The process of temporarily saving the IP address is necessary in order to enable the system to deliver the website to the device of the user. The IP address needs to remain saved for the duration of the session.

Recording the data in log files serves the following purposes:

- evaluating the access rates of our website internally
- optimizing the presentation of our website
- identifying and defending against malicious use

The data stored in this log is not merged with other data available to us.

3.4 Duration and deletion

The data will be deleted as soon as it is not any more required for fulfilling the purposes listed above. When initially recording the data for providing the website, this is the case at the end of the user session. Our server logs are saved for a duration of 30 days and deleted afterwards.

3.5 Right to object

Recording the data for providing the website and saving that data in log files is essential for operating the website. Hence, there is no possibility to object to the processing activity.

4. Application process

4.1 Processed data

During the application process, we only collect the data that you provide us with.

Note: When sending your job application to us via e-mail, this happens unencrypted. We inform you that the transfer of unencrypted information is not safe in terms of data protection. As of now, we cannot provide you with an alternative, encrypted electronic transfer.

4.2 Legal basis

The data you provide us with through the application process is processed on the legal basis of § 26 BDSG (Bundesdatenschutzgesetz), section 1 in particular. This regulation allows processing activities that are necessary for the purposes of making a decision about entering an employment relationship.

Should your data be needed for the purposes of defending our legal interests after the completion of the application process, your data will be processed under the conditions of exercising our legitimate interests under art. 6 sec. 1 lit. f GDPR. Those interests then consist of asserting, or defending against, legal claims.

4.3 Purposes

After receiving your application, we use the data provided by you to determine if you are suited for the job opening and to carry out the application process. Suitable applications will be forwarded internally to the person responsible for the department in question. Then, the further procedure for the application is determined. Access to your data is granted solely to the persons within the company that need it in order to properly carry out the application process.

Your data is processed exclusively on data centers within the Federal Republic of Germany.

4.4 Duration of storage and deletion

In case we have an ongoing interest in your profile despite not choosing you for the current opening, we will ask for your permission for further saving and processing your data in order to consider you for other job offers within our company. This process will only take place with your consent. Should you not give your consent within two months, we will delete your data automatically. In all other cases, we will delete your data immediately as soon as we reject your application.

In case you consent to further processing as described above, we will include your data into our pool of applicants on the legal basis of art. 6 sec. 1 lit. a GDPR. Your data is deleted from our data base after 2 years. Should your application result in an employment, your data will be transferred to our human resources department for further processing.

4.5 Right to object

You may withdraw your consent for further processing without affecting the lawfulness of processing prior to the withdrawal. Please send us an e-mail to datenschutz@hwwi.org if you wish to withdraw your consent.

5. Login area

5.1 Processed data

Users have the option to create a user account. While doing so, the data necessary for the process is communicated to the user.

If a user makes use of the functions regarding registry and login provided to him, his IP address as well as the usage of the login area and the time of a user action are logged.

A transfer of this data generally does not occur except in cases where this is necessary for the pursuit of legal claims or if there is a legal obligation to do so, art. 6 sec. 1 lit. c, f GDPR.

5.2 Legal basis

The legal basis for collecting and processing the data is art. 6 sec. 1 lit. b GDPR to the extent the processing activity in question is necessary in order to fulfill a contractual obligation. In other cases, the basis is art. 6 sec. 1 lit. f GDPR.

5.3 Purposes

The data collected throughout the registry process is processed for the purposes of enabling the user to access and use the content provided in the login area. The users may be informed of affairs related to the registry or the content provided (like changes to the given content or technical issues with the platform) via e-mail. Our legitimate interest for saving the IP address is to protect ourselves from misuse and other illegitimate access.

5.4 Duration of storage and deletion

In case you have discontinued your user account, the data concerning your user account will be deleted to the extent we are not required to retain your data due to legal reasons based on legislation regarding trade or taxes. Any such data will be stored following art. 6 sec. 1 lit. c GDPR.

In case of a termination of the contractual relationship, users should make sure to save the data that is stored for the duration of the contract before the end of this period. We are entitled to delete any data that is stored for the purpose and the duration of the contract permanently.

The IP addresses collected will be deleted or anonymised 7 days after collection.

5.5 Users' rights

At any time, a user can demand access to the data processed by us for the purposes of the user registry and may demand deletion of said data. The remaining rights listed in section 10 remain unaffected.

6. Contact form

6.1 Processed data

In case you provide this information within our contact form, we collect your name and your e-mail address as well as the purpose of your inquiry. You may also provide us with further information like your address or your telephone number if you wish.

6.2 Legal basis

The legal basis for collecting the data is art. 6 sec. 1 lit. b GDPR, to the extent it is necessary for preparing to enter a contract or for the performance of an existing contract with the user. In other cases, the legal basis is our legitimate interest in processing the data following art. 6 sec. 1 lit. f GDPR.

6.3 Purposes

The data is collected exclusively for the purposes of processing your request and to inform you of our services. A transfer of your data or usage for other purposes does not occur.

6.4 Duration of storage and deletion

The data collected through the contact form will be deleted within a year in case no contractual relationship or other legitimate reason for extended storage has been established in the meantime.

6.5 Users' rights

At any time, a user may send an e-mail demanding the deletion of data to datenschutz@hwwi.org, which we will comply with immediately. Your further rights as listed in section 10 remain unaffected.

7. Newsletter

7.1 Registry

7.1.1 Processed data

For our newsletter, we collect your e-mail address. Subscribing to our newsletter is done via the so-called double-opt-in procedure. This means that you will receive an e-mail after registering, asking you to verify your subscription. This verification process is necessary to ensure that nobody can register a foreign e-mail address. This encompasses collecting the date and time of registry and verification as well as the corresponding IP address. Also changes to your data stored with the e-mail service provider are recorded.

7.1.2 Legal basis:

The legal basis for dispatching the newsletter and the related performance measurement is the consent of the recipient, art. 6 sec. 1 lit. a GDPR or is found in our legitimate interest to optimize coverage and performance following art. 6 sec. 1 lit. f GDPR in connection with § 7 Abs. 3 UWG.

The process of logging the subscription and verification of registry is based on our legal obligation to be able to demonstrate consent for processing the data. The legal basis thus is art. 6 sec. 1 lit. c GDPR.

7.1.3 Purposes

We use your e-mail address for dispatching our newsletter, e-mails and further electronic notifications with advertising information (hereinafter: „newsletter“) only within the scope of the consent given by the recipient or as legally permitted. The description of contents provided when subscribing to the newsletter determines the extent of the consent given by the user. Otherwise, the newsletter contains information about us and the services provided by us.

Our interest in logging the registry and verification process serves the purpose of providing a user friendly and safe newsletter system that serves our business interests and the expectations of the user as well as allowing us to document the consent of the user.

7.2 Duration of storage and deletion

The data collected will be held until the given consent is withdrawn. To be able to prove that consent was given at an earlier point in time we may store the documentation of your consent for up to three years after the withdrawal following our legal obligation to substantiate valid consent. Processing this data is then limited to the defence against possible legal claims. An individual request for deletion remains possible if the request confirms that consent had been given at an earlier point in time.

7.2.1 Users' rights

You may cancel your subscription to our newsletter at any point in time. A link for cancelling your newsletter subscription may be found at the end of every newsletter received.

7.3 Service provider for dispatching the newsletter

For dispatching the newsletter we employ the services of 1&1 Telecommunication SE, Elgendorfer Str. 57, 56410 Montabaur, Germany. The privacy policy of the service provider can be viewed here: <https://hosting.1und1.de/terms-gtc/terms-privacy/>. The service provider works with us on the basis of a data processing agreement, art. 28 sec. 3 GDPR. He may use the data provided to him to optimize his own services in the form of pseudonyms (meaning without allocation to the individual user), e.g. for improving the delivery mechanics of the newsletter or for statistical purposes. The service provider does not use the data of the newsletter recipients to contact them himself or to transfer it to any third party.

7.4 Performance measurement

The newsletters may contain a so-called „web-beacon“. This is a file the size of a pixel that informs us via our service provider 1&1 that the newsletter has been opened. This transfer of data contains information concerning the employed browser and operating system as well as your IP address and the time of access to the newsletter. This information is used for improving our services either by technical means or by better understanding our target audience and its reading preferences also in terms of current location (determined via IP address) and/or time of access. As part of these statistical measurements, also the links that are opened are logged. These evaluations are done for the purposes of adapting our

content to the preferences and interests of our customers or for sending out content adapted to specific target groups.

8. Online presences on social media

We provide an online presence on the platforms Facebook, Twitter, Instagram, LinkedIn and YouTube to interact with the active customers, interested parties and users on these platforms and to inform them of our services. When visiting our respective presences on these platforms, the terms and conditions and data processing policies of the respective platform operators apply.

If not stated differently within this privacy policy, we process the data of users that communicate with us via these platforms, e.g. through posts on our fan pages or by sending us messages.

9. Third party services

9.1 Youtube

Our website includes videos from „YouTube“, provided by the service provider Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA.

Privacy Policy: <https://www.google.com/policies/privacy/>

Opt-Out: <https://adssettings.google.com/authenticated>

9.2 Google Maps

We incorporate maps of the service „Google Maps“ on our website, provided by Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA. The processed data includes IP addresses and data concerning the location of the user. Location data however is not collected without the consent of the user (e.g. through the preferences set on a given mobile device). The data may be processed within the USA. Google is part of the EU-US Privacy Shield.

Privacy Policy: <https://www.google.com/policies/privacy/>

Opt-Out: <https://adssettings.google.com/authenticated>

10. Users' rights

10.1 Right of access by the data subject

You have the right to access the information collected about you free of remuneration. In case you exercise this right, we will inform you in writing and as legally required which personal data we have stored about you. This information also contains the data source and recipients of the data as well as the purposes of the processing activities.

10.2 Right to rectification

You have the right to demand correction of our data about you in case the data we store about you is incorrect. You can also demand that we limit our processing activities e.g. in case you dispute the accuracy of the personal data stored about you.

10.3 Right to restriction of processing

You may also restrict the usage of your personal data under certain circumstances. In order to make sure that this restriction is taken into account at any time, your data needs to be kept in a lock file or blacklist.

10.4 Right to erasure

You may also demand deletion of your personal data in case no legal obligation for further storage exists. In case such an obligation exists, we will restrict your personal data if you wish so. In case the legal requirements are met, we will delete your personal data irrespective of a request from your side to do so.

10.5 Right to data portability

You are entitled to receive a copy of your personal data processed in a structured, commonly used and machine-readable format that allows the transfer to another controller.

10.6 Right to lodge a complaint with a supervisory authority

You have the right to address a supervisory authority with a complaint you may have concerning our processing activities. The competent supervisory authority for us is:

Der Hamburgische Beauftragte für Datenschutz und Informationsfreiheit

Prof. Dr. Johannes Caspar

Klosterwall 6 (Block C), 20095 Hamburg, Germany

Tel.: 040 / 428 54 - 4040

Fax: 040 / 428 54 - 4000

E-Mail: mailbox@datenschutz.hamburg.de

10.7 Right to object

You may at any time object to the usage of your data for internal purposes with regard to future processing. Simply send a corresponding e-mail to datenschutz@hwwi.org. This objection however has no bearing on past processing activities undertaken by us. Data processing based on other legal grounds however (e.g. necessity for the performance of a contract) remain unaffected (see above).

11. No automated individual decision-making

While using our services, you are not subject to any exclusively automatic decision-making process - including profiling – that takes legal effect or affects you significantly in any similar manner.