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Data Protection according to GDPR



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1 Aim of the data protection

The General Data Protection Regulation (GDPR) of the European Union protects the fundamental rights and freedoms of natural persons, and in particular their right to protection of personal data. The purpose is described in Article 1 (2) of the general regulation on data protection.

Below we inform you about the collection of personal data when using our services as well as our website. Personal data is all data that can be personally related to you, such as your name, address, e-mail address and also your user behavior.

2 We take data protection seriously

Data protection has a high priority for us. We process personal data in accordance with the General Data Protection Regulation (DSGVO), the Federal Data Protection Act (BDSG) and the country-specific data protection regulations. If you make use of our services, the processing of personal data may be necessary. If there is no legal basis for the processing, we will always obtain your consent.

With this privacy policy we would like to inform you comprehensively about the type, scope and purpose of the personal data collected, used and processed by us and the data protection claims and rights to which you are entitled.

We reserve the right to change our privacy policy if necessary due to new technology. If fundamental changes are made to this privacy policy, we will announce them on our website. Please make sure you have the latest version.

2.1 Responsible for processing

The party responsible in the sense of the General Data Protection Regulation (in accordance with Article 4 (7) GDPR) is:

S&K Anlagentechnik GmbH
Hohenkräher Brühl 5
78259 Mühlhausen-Ehingen (Germany)
Tel.: +49 7733 94810
Fax: +49 7733 948140
E-mail: info@sundk.de

Our data protection officer can be reached at datenschutz@sundk.de or via our postal address with the addition "the data protection officer" .

2.2 Security

Our security measures are subject to a continuous improvement process and our privacy policy will be revised accordingly if necessary. We have taken numerous technical and organizational measures to ensure the protection of the personal data processed. Nevertheless, absolute protection cannot be guaranteed as security gaps can occur during data transmission. As a result, you are free to provide us with personal information in alternative ways (such as per post).



We point out that in the case of correspondence by means of unencrypted e-mails only limited confidentiality is guaranteed.

2.3 Definitions

The privacy policy of S&K Anlagentechnik GmbH is based on terms that were used by the European Directive and Regulation Body when the General Data Protection Regulation was issued. The definitions can be found in Article 4 GDPR and §46 BDSG.

2.4 Who processes your data?

We process and use your data as far as they are necessary for the fulfillment of the contractual relationship. We are always aware of the importance of the data entrusted to us and do not share your data with third parties without your consent.

In order to achieve the purposes arising from the contractual relationship, it may however, be necessary for us to pass on your personal data to third parties (primarily to our service providers and contract processors). If we instruct contract processors to process your data, we will nevertheless remain responsible for the protection of your personal data. All contract processors are contractually obliged to treat your data confidentially and to process it exclusively within the framework of the provision of services. The contract processors commissioned by S&K Anlagentechnik GmbH will receive your data insofar as they need the data to fulfil the order placed. This is currently:

- 1&1 Internet SE; service provider responsible for hosting our website.

Moreover, we may be legally obliged to disclose your data if disclosure is necessary to enforce or defend the legal rights of the client before an authority. However, in the case of a legal obligation and in the context of legal prosecution, courts and authorities as well as external auditors may be recipients of your data.

2.5 Do we submit personal data to a third country?

We do not transfer any personal data to a third country. Should a transmission be necessary on an individual basis, it shall only take place on the basis of a decision by the European Commission on appropriateness, standard contractual clauses of suitable guarantees or your express consent. In addition, transfer of personal data to a third country may be required if data is exchanged with you as an applicant during the application whereby you yourself are in the third country.

2.6 Type of personal data processed

We process personal data which we have received from you in the context of a business initiation. In addition, we process personal data of contact persons in companies with whom we have a permanent business relationship and whose data we have received in the course of the business relationship. In addition, we process data from contact enquiries and registration for our newsletter.



<i>Contact form on our website</i>	<i>Newsletter form on our website</i>	<i>Applications</i>	<i>Customers / Suppliers</i>
<ul style="list-style-type: none"> • Name • E-mail address • Telephone-No. 	<ul style="list-style-type: none"> • First name • Surname • E-mail address 	<ul style="list-style-type: none"> • Salutation • Title • First name • Surname • Address • Contact information (E-mail address, Telephone-No., Fax) • Date of birth • Curriculum Vitae • Motivation letter • Certificates 	<ul style="list-style-type: none"> • Salutation • First name + Surname • Title • Position • Company • Department • Company address • Contact information Company (E-mail address, Telephone-No., Fax)

2.7 Purposes and legal basis of data processing

2.7.1 Purposes of data processing

<i>Contact-form on our website or contact per E-mail</i>	<p>(1) When you contact us via the contact form on our website or by e-mail, we store your data (e-mail address, name and, if applicable, telephone number) in order to be able to respond to your inquiry.</p> <p>(2) If we use contracted service providers for individual functions of our website or would like to use your data for advertising purposes, we will inform you in detail about the respective transactions. We will inform you of the specified criteria of storage duration.</p> <p>(3) If your inquiry leads to the beginning of a business relationship, we will send you an e-mail, which you can use either to agree to the acceptance of a business relationship together with our privacy policy or reject it.</p>
<i>Newsletter-form on our website</i>	<p>(1) We use contact data that you have provided us via the newsletter form only for the purpose of sending the newsletter. With your consent, you can subscribe to our newsletter, which informs you about our current interesting offers. The advertised goods and services are named in the declaration of consent.</p> <p>(2) To register for our newsletter, we use the so-called "double-opt-in" procedure. This means that after you have registered, we will send you an e-</p>



	<p>mail to the specified e-mail address in which we ask you to confirm that you wish to receive the newsletter. In addition, we store your IP addresses and and the time of registration and confirmation. This procedure serves to prove your registration and, if necessary, to be able to clarify a possible mis-use of your personal data.</p> <p>(3) The only mandatory information for sending the newsletter is your e-mail address. The specification of additional, separately marked data is voluntary and will be used to address you personally. After your confirmation, we will store your E-mail address for the purpose of sending you the newsletter. The legal basis is Article 6 Para. 1 S 1 (a) GDPR.</p> <p>(4) You can revoke your consent to receive the newsletter at any time and unsubscribe from the newsletter. You can declare the revocation by clicking on the link provided in each newsletter e-mail or by sending a message to the contact details provided in the imprint.</p>
<i>Job Application</i>	<p>(1) Your application data will be processed exclusively for the purpose of processing the application procedure. The processing can also be done electronically if you send us your application documents electronically (e.g. via our homepage).</p>
<i>Customer / Supplier</i>	<p>(1) We process and use personal data (Salutation, first name, surname, title, position) of the contact persons of our customers and suppliers exclusively for the fulfillment of the contractual relationship. The personal contact details of the contact persons are without exception business data.</p>

2.7.2 Legal basis of processing

Legality of processing in accordance with the General Data Protection Regulation (GDPR):

(1) in the context of your consent (Article 6 Para. 1 S 1 (a) GDPR)

If you have given us consent to the processing of your data, processing will only take place for the purposes specified in the declaration of consent and to the extent agreed therein. You may revoke your consent at any time with effect for the future (for example, for the sending of our newsletter), unless justified interests such as, storage periods conflict with this.

(2) to fulfill a contract or to carry out pre-contractual measures (Article 6 Para. 1 S 1.(b) GDPR)

Your data is processed for the purpose of providing our services, for procurement purposes as well as for customer / supplier administration and analysis. The data is processed primarily during business initiation and contract execution. Under existing contracts, it is essential to process contract, master and billing data such as name and address in order to be able to address invoices or deliveries, for example.

(3) to fulfill legal obligations (Article 6 Para. 1 S 1 (c) GDPR)

The processing of your data is necessary for the fulfillment of numerous legal obligations - such as commercial and tax regulations - which result in extensive documentation and storage obligations.



(4) to protect legitimate interests (Article 6 Para. 1 S 1.(f) GDPR)

In addition to the actual fulfillment of the contract, data processing by S & K Anlagentechnik GmbH may be carried out on the basis of a balance of interests in order to protect the legitimate interests of:

- maintaining a customer database to improve customer service
- business management and service development measures
- measures to protect against contractual or illegal behavior
- measures to protect against cyber attacks
- in the context of legal action
- marketing or advertising

2.8 Duration of data storage

The criterion for the duration of the storage of personal data is the respective legal retention period. After expiration of this period, the corresponding data will be deleted with reasonable technical effort, insofar as they are no longer necessary for the performance of the contract.

<i>Contact form on our website or contact per e-mail</i>	(1) We will delete the related data after we have processed your request or restrict processing if there are statutory storage requirements. Your data will not be shared with third parties.
<i>Newsletter form on our website</i>	(1) If you do not confirm your registration for our newsletter, your contact data will be deleted manually at the latest one month after being entered during our monthly check run. (2) If you cancel the newsletter service, your contact data will be deleted immediately.
<i>Job application</i>	(1) When concluding an employment contract with you, we save your application documents for the purpose of processing the employment relationship. In doing so, we always observe the applicable regulations. (2) If no contract of employment is concluded, and if the cancellation does not conflict with any other justified interests, we will delete the submitted application data three months after the announcement of the rejection decision. Other legitimate interest may be e.g. from a burden of proof in proceedings under the General Equal Treatment Act (AGG). (3) If you are interested in our keeping your application data (to offer you alternative vacancies if necessary), you can prevent the deletion by actively sending us your consent to the storage. You can revoke this consent at any time. (4) Furthermore, if we cannot offer you employment at short notice but are considering employment at a later date, we will obtain your consent to the longer term storage of your application (up to a maximum of one year). Legal basis for the storage is then your consent. You can revoke this consent at any time.



Customers/Suppliers

(1) The customer and supplier data will be retained during the entire term of the contract or business relationship, however, at least 10 years after the end of the business year in which the business relationship ended, unless the data is required longer in the course of official proceedings.

2.9 Legitimate interests in the processing pursued by the controller or by a third party

If we process personal data pursuant to Article 6 Para. 1 S 1. (f) GDPR, our legitimate interest is the conduct of our business.

2.10 Automated decisions in individual cases including profiling

The right to information pursuant to Article 22 GDPR and § 37 BDSG.

As a responsible company we do without automatic decision-making or profiling.

3 Data subjects rights

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

- Right to information
- Right to rectification
- Right to deletion
- Right to limit the processing of your data
- Right to data portability
- Right to object to the processing
- Right to revoke a data protection consent
- Right to appeal

3.1 Right to confirmation

The right to confirmation pursuant to Article 13, Article 14 GDPR and § 32, § 33 BDSG.

You have the right to confirmation that we process your personal data.

3.2 Right to information

The right to information pursuant to Article 15 GDPR and § 34 BDSG.

You can ask us for information, whether and to what extent we process your data, about:

- the purpose of the processing
- the categories of personal information we process
- the recipients or categories of recipients to whom we have disclosed or will disclose your information, in particular to recipients in third countries or to international organizations
- if possible, the planned storage duration of your data or, if that is not possible, the criteria we have set for the duration of the storage
- your right to rectification or deletion, to the restriction of processing or to objection of our processing your data
- your right to complain to regulation authorities
- all available information about the origin of the data, if we have not collected your data from you



- automated decision making including profiling

You also have the right to know whether we are transferring your information to a third country or an international organization.

3.3 Right to correction

The right to correction pursuant to Article 16 GDPR.

If we process your data that is incomplete or incorrect, you may at any time demand its completion or correction.

3.4 Right to deletion (right to be forgotten)

The right to deletion („right to be forgotten“) pursuant to Article 17 GDPR and § 35 BDSG.

You can demand the deletion your data if we process it unlawfully or if the processing disproportionately interferes with your legitimate interests. Please note, however, that there may nevertheless be reasons to oppose immediate deletion, for example in the case of legally regulated storage requirements. Regardless to exercising your right to deletion, we will delete your data immediately and completely, as far as there is no legal or statutory obligation for storage.

3.5 Right to restriction of processing

The right to restriction of processing pursuant to Article 18 GDPR.

You can demand that we restrict the processing of your data if the conditions are met, such as:

- you dispute the accuracy of the data, a restriction for a period of time allows us to verify the accuracy of the data;
- processing of the data is unlawful, but you reject a deletion and instead request a restriction of data usage;
- we no longer need the data for its intended purpose, but you still need that data to assert or defend your rights, or
- you object to the processing of the data pursuant to Article 21 (1) GDPR.

3.6 Right to data portability

The right to data portability pursuant to Article 20 GDPR.

You may request that we provide you with the data you provided us in a structured, common and machine-readable format and that you may provide that information to another responsible person without our interference, provided that

- we process this data based on a revocable consent given by you or for the performance of a contract between us, and
- the process is carried out by automated means.

Where technically feasible, you have the right to demand a direct transfer of your data by us to another controller.

3.7 Right to object

The right to object pursuant to Article. 21 GDPR and § 36 BDSG.



If we process your data for legitimate interest, you can object to this data processing at any time; this would also apply to a profiling based on these provisions. We will then no longer process your data unless we can demonstrate compelling legitimate grounds for processing that outweigh your interests, rights and freedoms, or the processing is for the purpose of enforcing, pursuing or defending legal claims. You can object to the processing of your data for the purpose of direct advertising at any time without stating reasons.

3.8 Right to revoke a data protection consent

The right to revoke a data protection consent pursuant to Article 7 GDPR and § 51 BDSG.

You have the right to revoke your consent to the processing of your data at any time with effect for the future.

3.9 Right to complain

The right to complain pursuant to Article 77 GDPR and § 14 S 6 BDSG.

If you believe that we have infringed the European Data Protection Act (GDPR) or the Federal Data Protection Act when processing your data, please contact us at the e-mail address datenschutz@sundk.de, to clarify any questions.

You also have the right, of course, to contact the responsible supervisory authority, the respective regional authorities for data protection supervision. Contact details of the Data Protection Authority can be found at <https://www.baden-wuerttemberg.datenschutz.de/beschwerdeformular/>.

4 Website

4.1 Data security

S & K Anlagentechnik GmbH stores your data on specially protected servers in Germany. Access to it is only possible for a few persons authorized by us who are responsible for the technical, commercial or editorial support of these servers.

4.2 SSL-Encryption

To protect the security of your data during transmission, we use state-of-the-art encryption techniques (such as SSL) within HTTPS.

4.3 Links to external internet sites

Our website may contain links to other websites. We have no influence on the editorial content of external websites and whether their operators comply with the data protection regulations.

4.4 Online presence in social media

Based on our legitimate interests in the sense of the Article. 6 Para. 1. (f). GDPR we maintain online presence within social networks and platforms in order to communicate with the active users, customers and interested parties and to inform them about our services. When using the respective platform or the network, the terms and conditions and data processing guidelines of their respective operator apply. We process the data of the users as far as they communicate with us within the social networks and platforms, for example by writing posts on our website or by sending us messages.



4.5 Collection of personal data when you visit our website

In the case of merely informative use of the website, ie if you do not register or otherwise provide us with information, we will only collect the personal data that your browser transmits to our server. If you wish to view our website, we collect data that is technically necessary for us to display our website and to ensure stability and security. This information is technically necessary in order to correctly deliver the contents of web pages requested by you and is mandatory when using the internet. This is only information that does not allow conclusions about your person. Anonymous information of this kind is statistically evaluated by us to optimize our Internet presence and the underlying technology.

This information (server log files) contains (legal basis is Article 6 (1) S 1 (f) GDPR):

- IP-Address
- Date and time of the request
- Time zone difference to Greenwich Mean Time (GMT)
- Content of the request (precise page)
- Access status/HTTP-Status code
- Each transferred data amount
- Website from which the request comes
- Type of Web browser
- Operating system and its interface
- Language and version of the browser software

4.6 Use of cookies

The legal basis for the use of cookies is Art. 6 Abs. 1 (f) GDPR.

(1) In addition to the previously mentioned data, cookies are stored on your computer when you use our website. Cookies are small text files that are stored on your hard drive associated with the browser you are using and through which the body that sets the cookie (here by us), certain information flows. Cookies cannot execute programs or transfer viruses to your computer. They serve to make the Internet offer more user-friendly and effective. Only the Internet protocol address is stored, no other personal data. The information stored in the cookies allows you to be automatically recognized the next time you visit our website, making it easier for you to use.

(2) This website uses the following types of cookies, the scope and functionality of which are explained below:

- Transient Cookies (see 1.)
- Persistent Cookies (see 2.)

1. Transient cookies are automatically deleted when you close the browser. These include in particular the session cookies. These store a so-called session ID, with which various requests from your browser can be assigned to the common session. This will allow your computer to be recognized when you return to our website. The session cookies are deleted when you log out or close the browser.
2. Persistent cookies are automatically deleted after a specified period, which may vary depending on the cookie. You can delete cookies at any time in the security settings of your browser.



3. We also use cookies from third-party cookies that help us analyze and understand how you use this website. These cookies are stored in your browser only with your consent. You also have the option to refuse these cookies. However, rejecting some of these cookies may affect your browsing experience.

a) **Necessary cookies are absolutely essential for the website to function properly. These cookies ensure basic functionalities and security features of the website, anonymously.**

Cookie	Duration	Description
cookielawinfo-checkbox-analytics	11 months	This cookie is set by GDPR Cookie Consent plugin. The cookie is used to store the user consent for the cookies in the category "Analytics" .
cookielawinfo-checkbox-functional	11 months	The cookie is set by GDPR cookie consent to record the user consent for the cookies in the category "Functional" .
cookielawinfo-checkbox-necessary	11 months	This cookie is set by GDPR Cookie Consent plugin. The cookies is used to store the user consent for the cookies in the category "Necessary" .
cookielawinfo-checkbox-others	11 months	This cookie is set by GDPR Cookie Consent plugin. The cookie is used to store the user consent for the cookies in the category "Other" .
cookielawinfo-checkbox-performance	11 months	This cookie is set by GDPR Cookie Consent plugin. The cookie is used to store the user consent for the cookies in the category "Performance" .
viewed_cookie_policy	11 months	The cookie is set by the GDPR Cookie Consent plugin and is used to store whether or not user has consented to the use of cookies. It does not store any personal data.

b) **Functional cookies help to perform certain functionalities like sharing the content of the website on social media platforms, collect feedbacks, and other third-party features.**

c) **Performance cookies are used to understand and analyze the key performance indexes of the website which helps in delivering a better user experience for the visitors.**

d) **Analytical cookies are used to understand how visitors interact with the website. These cookies help provide information on metrics the number of visitors, bounce rate, traffic source, etc.**

e) **Advertisement cookies are used to provide visitors with relevant ads and marketing campaigns. These cookies track visitors across websites and collect information to provide customized ads.**

f) **Other uncategorized cookies are those that are being analyzed and have not been classified into a category as yet.**

4. You can configure your browser settings according to your wishes and, for example, refuse the acceptance of third-party cookies or all cookies. The respective procedure can be found in the operating instructions of your browser. We would like to point out that you may not be able to use all functions of our website.

4.7 Newsletter

You will find all information on the newsletter regarding contact data, registration/deregistration procedure and duration of data storage in chapters 2.6, 2.7.1, 2.8 under "Newsletter form on our website".

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For sending our newsletter we use rapidmail, whereby the data entered by you is transmitted to rapid-mail.

4.8 Contact form

You will find information on the handling of data from the contact form in chapters 2.6, 2.7.1, 2.8 under "Contact form on our website or contacting us by e-mail".