



Harz Oxid GmbH | Hüttenstrasse 6 | 38642 Goslar | Germany

## Privacy Policy for the Website [www.harzoxid.com](http://www.harzoxid.com)

**Date** 01.11.2020

The website at the address [www.harzoxid.com](http://www.harzoxid.com) (hereinafter the "Website") is operated by Harz Oxid GmbH.

We attach great importance to respecting the privacy of the users of the website (hereinafter "you"), to process your personal data with the utmost care and to ensure the best possible protection of the same in accordance with Regulation (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (Basic Data Protection Regulation, hereinafter "DSGVO") and the applicable national law in this area.

This privacy policy informs you in particular about the following points:

- The personal data we collect about you and the reasons for collecting it;
- The way in which we use your personal data;
- The rights you have in relation to your personal data and the means of exercising them;
- The cookies used on the website and the means you have available to prevent such use.

### 1. WHO IS RESPONSIBLE FOR YOUR DATA IN THE CONTEXT OF YOUR WEBSITE'S USE?

The person responsible for processing your personal data described in this privacy policy is HARZ OXID GMBH, registered in the Commercial Register B of the Braunschweig District Court under number HRB 208682, with its registered office at Hüttenstraße 6, 38642 Goslar, Germany.

You can contact HARZ OXID by e-mail at [info@harzoxid.com](mailto:info@harzoxid.com) or via the general contact form on this website.

### 2. WHY DO WE COLLECT PERSONAL DATA AND ON WHAT BASIS?

We collect personal data about you for various reasons.

Please note that we can only collect and use your personal data if this use is based on a legal basis established by the DSGVO. These principles include, for example:

- the fulfilment of a legal or regular obligation to which HARZ OXID is subject according to Art. 6 para. 1 DSGVO;



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- The performance of a contract between you and HARZ OXID or the execution of pre-contractual measures with regard to the conclusion of such a contract according to Art. 6 para. 1 DSGVO;
- The pursuit of a legitimate interest of HARZ OXID according to Art. 6 para. 1 DSGVO.

The table below lists the possible situations in which HARZ OXID may collect your personal data, the reasons for processing these personal data (the "purpose" of this processing from HARZ OXID's point of view) and the relevant legal basis.

Date of survey	Purpose	Legal basis
When you log in and visit the website	enable your connection and navigation on the website	Entitled interest of HARZ OXID
	Identify and measure the visits to the different pages of the website*  *Only if you have agreed to the use of cookies	Entitled interest of HARZ OXID
If you use the contact form	process your messages and requests for information sent via the contact form	Entitled interest of HARZ OXID
If you send HARZ OXID a speculative application via the website	Process your application and answer it	Pre-contractual measures for your request

### 3. WHAT PERSONAL DATA DO WE COLLECT ABOUT YOU?

The following table contains the personal data that we collect about you for the individual processing purposes.

Date of survey	Purpose	Collected data
When you log in and visit the website	enable your connection and navigation on the website	<ul style="list-style-type: none"> <li>▪ date and time of the request sent to the website server</li> <li>▪ Technical information about your device (e.g. type of device, IP address, type and version of the operating system) and about your Internet browser (e.g. name and version of the software)</li> </ul>
	Identify and measure the visits to the different pages of the website*  *Only if you have agreed to the use of cookies	<ul style="list-style-type: none"> <li>▪ information on the pages visited, the content retrieved and the duration of the visit</li> </ul>
If you use the contact form	process your messages and requests for information sent via the contact form	<ul style="list-style-type: none"> <li>▪ Your name and surname</li> <li>▪ Your E- Mail- Adress</li> <li>▪ The HARZ OXID department concerned by your request</li> <li>▪ Your message</li> </ul>
If you send HARZ OXID a speculative application by e-mail via the website	process your application and answer it	<ul style="list-style-type: none"> <li>▪ Your E-Mail-Adress</li> <li>▪ All data that you send us in your application</li> </ul>

### 4. WITH WHOM WE SHARE YOUR PERSONAL DATA?

With service providers and contract processors

In order to pursue the purposes mentioned in the points above, we transfer certain processing steps of your data to third parties, such as:

- The hosting providers of the website and related databases;
- The E-Mail-Routing-Provider
- The providers of statistical tools to measure the use of the different pages of the website.



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#### With other sister companies of the group

In particular, when processing unsolicited applications, we may need to forward your messages to other departments or sister companies in the group, depending on the area and country in which you wish to work.

#### With public authorities

We may be required to comply with requests for the transfer of data issued by the authority legally empowered for this purpose, in particular to comply with public security or legal requirements.

#### As part of a transaction

In connection with certain business transactions (e.g. merger, acquisition, consolidation or sale of assets of HARZ OXID), we may need to share your personal information with the buyers or sellers involved in those transactions.

### 5. DO WE EVALUATE YOUR PERSONAL DATA IN ANY OTHER WAY?

We do not share or rent your personal information to any other organisation or company.

We also have no partnership or special relationships with Internet advertising agencies.

### 6. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We have established precise rules regarding the period of retention of your personal data.

The duration depends on various processing objectives of these data for HARZ OXID and must take into account HARZ OXID's legal obligations to retain data. The following table shows the retention period foreseen for each processing purpose.

Date of survey	Purpose	Retention period
When you log in and visit the website	enable your connection and navigation on the website	30 days
	Identify and measure the visits to the different pages of the website*  *Only if you have agreed to the use of cookies	24 month
If you use the contact form	process your messages and requests for information sent via the contact form	24 month
If you send HARZ OXID a speculative application by e-mail via the website	Process your application and answer it	Up to two months after completion of the application procedure*



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		<p>*If you agree, we can keep your application documents for a longer period of time so that we can suggest other positions to you if necessary. We will remind you of this possibility in our reply to your application.</p>
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## 7. WILL YOUR PERSONAL DATA BE TRANSFERRED ABROAD?

For certain processing operations, some of your data may be transferred to other countries. Within the European Economic Area (28 EU Member States, Iceland, Norway and Liechtenstein), personal data enjoy the same level of protection.

## 8. WHAT RIGHTS DO YOU HAVE AND HOW CAN YOU EXERCISE THEM?

We would like to inform you as clearly as possible about the rights you have to your personal data. We also want you to be able to exercise them as easily as possible. Below you will find a summary of your rights and explanations on how to exercise them.

### Right of information

You have the right to obtain from us (i) access to all of your personal data held by us and (ii) a copy of all of the following data held by us:

- The categories of personal data that we collect and that concern you;
- The purposes for their use and the appropriate legal basis;
- The categories of recipients to whom your personal data have been or will be disclosed, and in particular those outside the European Economic Area;
- The retention period we apply to personal data;
- Your rights as set out in this section of the Privacy Policy;
- The source(s) for the collection of your personal data;
- The manner in which your personal data is protected when transferred to countries outside the European Economic Area.

### Right of correction

You have the right to ask us to correct and/or update the personal data we hold about you if you notice or suspect any inaccuracy in such data.



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### Right of cancellation

You have the right to ask us to delete the personal data we hold about you, should any of the following cases apply to you:

- Your personal data are no longer necessary for the purposes for which they were collected or processed;
- You have revoked your consent to the processing of your personal data by HARZ OXID;
- You have objected to the processing because of your particular situation (see section "Right of objection" below) and there are no overriding legitimate reasons for continuing processing;
- You have objected to receiving further commercial enquiries from us (see section "Right of objection" below);
- The processing of your personal data by HARZ OXID is in breach of the applicable laws and regulations;
- Your personal data must be deleted in order to comply with a legal obligation provided for by EU law or the national law of an EU Member State to which HARZ OXID is subject;
- Your personal data was collected through the website at a time when you were a minor.

**Important note:** It is possible, however, that even in these cases we may not be able to comply with your request to delete your data. The law provides for a number of exceptional cases in which the data may be retained, for example for the purpose of providing evidence in court.

### Right to limit processing

You have the right to ask us to limit the processing of your personal data that we hold.

For our part, the limitation of the processing consists in keeping your personal data unused by storing them in a separate file or on a separate server, if necessary.

You can request this restriction in the following cases:

- You have contested the accuracy of your personal data (see section "Right of rectification" above): in this case, you may request that the processing of this data be limited for the time necessary to verify its accuracy.
- You believe that the processing of your personal data violates applicable laws and regulations: Instead of requesting the deletion of your personal data in accordance with the above section "Right of deletion", you may request the restriction of the processing of such data;
- Your data is no longer needed for the purposes for which it was originally collected or processed, but you want us to keep it anyway, without using it, because you intend to use it for the purpose of providing evidence in court.



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- You have objected to the processing of your data being continued (see section "Right of objection" below): in this case, you may request that the processing of your data be restricted for the time necessary to verify its justification.

If the processing has been restricted, your personal data concerned by the processing will no longer be processed in any way without your prior consent, apart from their storage.

However, such personal data may be processed for the purpose of asserting, exercising or defending legal claims or protecting the rights of another natural or legal person or for reasons of substantial public interest within the EU or the Member State concerned.

#### Right to revoke consent

If the processing of your personal data by HARZ OXID is based on your consent (e.g. in the case of a newsletter) you can revoke this consent at any time free of charge and without giving reasons.

The revocation of your consent is only valid for the future: it will cause the cessation of processing for the corresponding purpose.

#### Right of objection

You have the right to object to the processing of your personal data if the processing in question is based on a legitimate interest of HARZ OXID or a third party.

In this case, your objection must be based on reasons arising from your particular situation. HARZ OXID will examine the justification of these reasons in order to determine whether we ourselves have compelling legitimate reasons to continue processing.

You may also object, without giving any reason, to the processing of your personal data for the purpose of sending material for commercial and, in particular, advertising purposes. You can also object to profiling if it is related to such business purposes (e.g. if we send you personalised content).

#### Right to data transferability

You have the right to request the transfer of your personal data collected directly from you through an automated procedure based on the legal basis of your consent or the fulfilment of a contract concluded between HARZ OXID and you.

Data transferability" means the right:

obtain a copy of your personal data in a structured, machine-readable format that allows its re-use;

To require us to provide this information in such a format to any third party of your choice, in particular a service provider of your choice;

This right applies both to your actively and deliberately provided data, such as the data you provided when registering for a newsletter, and to the information collected by HARZ OXID when you visit the website.



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### Right to establish guidelines on the fate of your data after your death

You have the option of providing us with general or specific guidelines for the storage, deletion or transmission of your personal data after your death.

These guidelines can also be registered with a "certified trusted digital third party". In these policies (a kind of "digital will"), a person may be named who is responsible for its execution; otherwise, your heirs are responsible.

In any case, you have the possibility to inform us at any time that you do not wish your data to be passed on to a third party, including your heirs, in the event of your death.

### How can you exercise your rights?

Contact us by e-mail at [info@harzoxid.com](mailto:info@harzoxid.com) or by post to the registered office of HARZ OXID GMBH (Hüttenstr. 6, 38642 Goslar, Germany).

It is important to indicate the right you wish to exercise and to attach the reasons for your request and a copy of both sides of your identity card. In your request, you must also indicate the address to which our reply should be sent.

We have one month to respond to your request. If a request requires a thorough investigation or if we receive too many requests, this period can be extended by a further two months.

For the various reasons mentioned above for each individual right, we may not be able to meet your request. In this case, we will of course ensure that you receive the clearest possible answer.

## **9. DOES THIS WEBSITE USE COOKIES OR OTHER TECHNOLOGIES TO TRACK MY SURFING BEHAVIOUR?**

HARZ OXID uses cookies to determine and measure the use of the various pages and content on the website. These cookies are very small text files that are placed on your device (e.g., computer, smartphone, tablet) via HARZ OXIDE services to collect information about your surfing behavior.

They are transmitted with your consent when you click on "I agree" in the banner at the bottom of your screen the first time you connect to the website.

You are under no obligation to consent to the use of cookies. Your refusal will not affect your browsing experience on the website. You can change your decision and cookie settings at any time via the settings of your browser software. With the browser software you can:

- Delete cookies already set on your device.
- Prevent the setting of new cookies by a specific website.

For this purpose, we refer you to the documentation of your browser software such as Mozilla Firefox; Internet Explorer; Google Chrome; Opera; Safari.



**10. HOW CAN I KNOW IF THE CURRENT PRIVACY POLICY HAS BEEN CHANGED?**

This privacy policy may be amended at any time, in particular to reflect legal or regulatory changes. We recommend that you visit this page regularly to find out how we protect your personal data.

**GLOSSARY OF LEGAL TERMS USED IN THIS PRIVACY POLICY**

Legal term used	Definition in data protection regulation	Explanation
Personal data	<p>All information relating to an identified or identifiable natural person.</p> <p>Identifiable' means any natural person who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an on-line identifier, or one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.</p>	<p>All types of information relating to a natural person, i.e. an individual (you) who can be identified, directly or indirectly, as a person who is different from other persons.</p> <p>For example: a name, a photo, a fingerprint, an e-mail address, a telephone number, a national insurance number, an IP address, a voice recording, your navigation data on a website, data related to an online purchase, etc.</p>
Processing	<p>Any operation or set of operations carried out with or without the aid of automated processes concerning personal data, such as collection, recording, organisation, organisation, filing, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, deletion or destruction.</p>	<p>Any use of personal data, regardless of the method used (collection, organisation, storage, modification, comparison with other data, transmission, etc. of personal data).</p> <p>For example: the use of your data for order processing, delivery, newsletter dispatch, etc.</p>
Responsible	<p>The natural or legal person, public authority, agency or other body which alone or jointly with others determines the purposes and means of the processing of personal data.</p>	<p>The person, authority, company or institution that manages your personal data and decides on its use.</p> <p>The data controller decides whether to process or stop processing and specifies why your data is being processed and to whom it is being forwarded. He or she is the</p>



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		main person responsible for ensuring that your data is protected
Contractor	A natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.	Any natural or legal person who carries out processing operations on behalf of and under the responsibility of the controller and provides sufficient guarantees in terms of technical and organisational security.