



## **1. Overview of data protection**

### ***General***

According to the legal requirements, users of this website must be informed about the type and scope, purpose of the collection and use of personal data on this website. The following information is intended to give you a simple overview of what happens to your personal data if you visit our website. With regard to the terminology used here, we refer to the definitions in Article 4 of the General Data Protection Regulation (GDPR).

### ***What is personal data?***

Personal data is all information that relates to an identified or identifiable natural person (data subject), i.e. all information that can be used to identify you personally. If you would like more information about data protection, you can find this in this data protection declaration.

### ***What does processing data mean?***

Processing is understood to mean any process carried out with or without the aid of automated processes, in particular for the acquisition, storage, use, modification or deletion of data.

### ***What types of data does this website collect?***

This website allows inventory data (e.g. name / address), contact details (e.g. email / telephone number), usage data (e.g. pages visited / times of access) and communication data (e.g. IP addresses / device information) to be recorded.

### ***Who collects the data on this website?***

The operator collects the data on this website. The corresponding contact details of the operator can be found in the information below on the responsible body or in the legal notice on the website.

### ***How is your data collected?***

Your data is recorded by giving it to us, for example. This can e.g. by sending the data by email or entering it in a form.

However, there are other data that automatically appear when you visit the website, e.g. recorded by our IT systems on your computer or smartphone. This is primarily technical data, for example with which Internet browser you are on the Internet, which operating system you use or on which day or at what time you visited our website. This data collection takes place automatically as soon as you are connected to the website.

### ***What is your data used for?***

Much of the data is collected to determine what you are using on our website. This enables us to ensure that the website is displayed correctly. Another part will be needed to determine which parts of the website you have visited and what interested you. If you provide us with your contact details, this information is required to contact and communicate with you.

### ***What rights do you have with regard to the data you transmit?***

With regard to the personal data you have stored, you have the right to receive information about the origin, recipient and purpose of this data at any time free of charge. She

can also request correction, blocking, complete or partial deletion of this data. If you have any questions about data protection, you can contact us at any time, in particular to the responsible body specified below or the address given in the imprint. In addition, you are free to complain to the responsible supervisory authority.

### ***What are analysis tools and other third party tools?***

Your surfing behavior on our website can be evaluated as soon as you visit it. This is done primarily with the help of cookies and, if necessary, using certain analysis programs. Your surfing behavior is usually analyzed anonymously and cannot be traced back to you. You have the option to object to the analysis or you can prevent the use of certain tools. Further information and instructions can be found in the following information.

## **2. Mandatory information and further information**

### ***a. Data protection***

We as the operator of the website take the protection of your personal data very seriously. The personal data you have transmitted will be treated confidentially in accordance with the statutory provisions on data protection and this data protection declaration. The use of this website triggers the collection of various personal data. Personal data is data that can be used to identify you. This data protection declaration is intended to explain which data is collected from you and what it is used for. It also explains the purpose for which this is done.

Basically we would like to

indicate that data transmission on the Internet, for example through communication by email, is not secure in all respects. A complete protection of data against access by third parties is unfortunately not completely possible.

### **b. Legal Basis**

According to Art. 13 GDPR, we would like to give you the legal basis on which we carry out the data processing. Unless a special legal basis is mentioned in this data protection declaration, the following applies:

According to Art. 6 Para. 1 lit. a) and Art. 7 GDPR, it is possible to obtain your consent to data processing. The legal basis for the processing of your data for the performance of services by us and for answering your inquiries is Art. 6 Para. 1 lit. b) GDPR. The provision of Art. 6 Para. 1 lit. c) GDPR is the basis for processing the data to fulfill our legal obligations and Art. 6 Para. 1 lit. f) GDPR enables us to process your data in order to protect our legitimate interests.

### **c. Responsible body**

The following body is responsible for data processing on this website:

GMS GmbH  
Deutsche Strasse 11  
44339 Dortmund  
Fon 0231 96787878-0  
Email [info@gms-de.com](mailto:info@gms-de.com)

The responsible body is the above-mentioned legal person, who alone or together with others decides on the purposes and means of processing personal data.

### **d. Changes or updates to the privacy policy**

As soon as changes to the processing of data by us make it necessary, we will update the data protection declaration. Therefore, you are asked to inform yourself regularly about the content of this data protection declaration.

### **d. Right of providing information**

According to Art. 15 GDPR, you have the right to request confirmation from us as to whether your data will be processed by us. In addition, you have a right to information about this data and a right to be provided with a copy of this data.

***e. rectification***

Art. 16 GDPR gives you the right to request the completion and / or correction of the data concerning you.

***f. Right to cancellation***

In accordance with Art. 17 GDPR, you have the right to request that the data concerning you be deleted immediately.

***G. Right to restriction of processing***

According to Art. 18 GDPR, you can request that we restrict the processing of your data.

***H. Right to data portability***

According to Art. 20 GDPR you have the right to yourself or a third party to have the data provided by you transferred in a common and machine-readable format. If you request the direct transfer of the data to another responsible body, this can only be done

as far as this is technically feasible.

***i. Withdrawal***

Many data processing processes require you to give your express consent. Once you have given your consent, you can withdraw it at any time in accordance with Art. 7 Para. 3 GDPR. Basically, an informal notification, for example by e-mail to us, is sufficient. The legality of data processing remains unaffected by a possible revocation.

***j. Right to object***

According to Art. 21 GDPR, you have the right to object to future processing of your data by us. The objection can also be directed against processing by us for the purpose of direct advertising.

***k. Right to lodge a complaint with the supervisory authority***

If you believe that there has been a violation of data protection regulations, you have the right to lodge a complaint with the responsible supervisory authority. The responsible supervisory authority with regard to data protection issues is the state data protection officer of the federal state in which we are based; this is North Rhine-Westphalia. A list of the respective data protection officers and the specific contact details can be found at the following link:

[https://www.bfdi.bund.de/DE/Infothek/Anschriften\\_Links/anschriften\\_links-node.html](https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.html)

### ***1. SSL or TLS encryption***

For security reasons and to protect the transmission of This website uses SSL or TLS encryption for confidential content. You can recognize an encrypted connection by the fact that the address starts with https: // in the address line of your browser, or you can see a lock in the browser line. If such encryption is activated, the data that you transmit to us cannot be read by third parties.

### ***3. Deletion of data***

On the basis of Art. 17 and 18 GDPR, the data provided by you and processed by us will be deleted or its processing restricted. Unless it is expressly stated in this data protection declaration when the corresponding data will be deleted, we would like to point out at this point that it will be deleted as soon as the purpose for processing has been achieved and there are no statutory retention requirements to prevent this. In the latter case, the processing of the data is restricted. This applies in particular to data that must be kept for commercial or tax law reasons. According to Section 257 (1) of the German Commercial Code (HGB) there is a retention obligation for six years for e.g. Commercial books, inventories, opening balance sheets, annual accounts, commercial letters, booking vouchers etc. as well as according to § 147 Abs. 1 AO over ten years for e.g. Books, records, management reports, accounting records, commercial and business letters, relevant documents relevant to taxation, etc.

## ***4. Data collection on our website***

### ***a. Server log files***

Our website is stored on servers. The server provider automatically stores information about your visit to our website. These are so-called log files that are automatically transmitted by the browser you use. In particular, the following

Information transmitted:

- Language,
- Browser type and browser version,
- Time of the server request,

- IP address,
- Error Codes,
- operating system used,
- Referrer URL.

Basically, this data is not merged with other data sources.

The legal basis for the collection and processing of this data is Art. 6 para. 2 lit. f) GDPR. This legal basis forms the legitimate interest in fulfilling a contract or pre-contractual measures.

### ***b. Cookies***

Our website sometimes uses so-called cookies. Cookies serve to make the offer on our pages user-friendly, effective and safe. Cookies are small files that are stored on your computer and saved for later retrieval.

We use so-called "session cookies". These are only stored for the duration of the current visit to our website. They are automatically deleted after your visit to our website.

If you do not want cookies to be stored on your computer, it is necessary to deactivate a corresponding option in the system settings of your browser. Cookies that have already been saved can also be deleted in the system settings. However, if you wish that no cookies are stored, the functionality of this website may be restricted.

If cookies are used, which are used to carry out the electronic communication process or

Provision of certain functions desired by you are required, these will be based on Art. 6 Para. 1 lit. f) GDPR saved and processed. As the website operator, we have a legitimate interest in storing cookies so that the website can be operated without any technical errors.

You will be informed separately about the use of cookies, which are stored, for example, to analyze your surfing behavior, in the context of this data protection declaration.

### ***c. Contact / Email***

If you choose the way to send us inquiries via the contact form on the website, the information from the form including the contact details you provided there will be saved for the purpose of processing the request and in the event of further questions. These data will not be passed on without your express consent.

The data you have entered in the contact form is therefore processed in particular on the basis of your consent in accordance with Art. 6 Para. 1 lit. a) GDPR. You can revoke your consent at any time. An informal notification, for example by email, is sufficient. In principle, the legality of the data processing operations carried out before the revocation remains unaffected. If you contact us without your express consent, e.g. done by email, the processing of the data is based on Art. 6 Para. 1 lit. b) GDPR carried out to process the contact request and its processing.

All data provided by you remains with us until you request its deletion, your consent to storage

revoke or the purpose for data storage no longer applies. The latter is the case, for example, when your request has been processed. The necessity is checked every two years. In the case of statutory archiving obligations, your data will be deleted after the respective expiry. Of course, mandatory statutory provisions remain unaffected, in particular statutory retention periods (6 years for commercial law and 10 years for tax retention).

## **5. Plug-ins and tools**

### **YouTube**

Our website is using plug-ins of the service YouTube operated by Google. The website is operated by Google Ireland Limited ("Google"), Gordon House, Barrow Street, Dublin 4, Ireland.

To ensure data protection on our website, YouTube is deactivated when you enter our website for the first time. A direct connection to the Google server will only be established if you activate YouTube yourself (consent according to Art. 6 Para. 1 lit. a) GDPR). This prevents your data from being transferred to Google the first time you enter the page.

We use YouTube in the extended data protection mode. According to YouTube, this mode means that YouTube does not save any information about visitors to our website before they watch the video. The transfer of data to the YouTube partner is, however, not always excluded by the extended data protection mode. YouTube connects to the Google DoubleClick network regardless of whether you're watching a video.

When you start a YouTube video on our website, a connection to the YouTube server is established. This will share with the YouTube server which of our pages you have visited. If you are logged into your YouTube account, you will enable YouTube, to your surfing behaviour which directly assigns to your profile. You can avoid this by yourself by logging out of your YouTube account.

Also, YouTube can save various cookies on a personal device after starting a video. With the help of these cookies, YouTube can receive information about visitors to our website. Among other things, this information is used for video statistics, see user-friendliness, and prevent fraud. The cookies remain to your device until you delete them.

If necessary, further data processing processes can be triggered after starting a YouTube video, of which we have no influence.

Using YouTube is in the interest of an appealing presentation of our online offers. This represents a legitimate interest within the meaning of Art. 6 Para. 1 lit. f) GDPR.

You can find further information on data protection with YouTube in their data protection declaration at:

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

Dortmund, December 2019