

INFORMATION REGARDING HANDLING OF YOUR DATA ON OUR WEBSITE

An obligation under the General Data Protection Regulation.

1. PRELIMINARY REMARK

The following points are intended to provide you with information about your data. The legislator has determined which information is necessary for this purpose.

Anybody wishing to know more about this will find more information in the General Data Protection Regulation in Articles 12 to 22 and 34. The text of the General Data Protection Regulation is available on the internet at <https://dsgvo-gesetz.de/>. You can contact the Data Protection Officer and/or the administration at any time if you have further questions concerning the General Data Protection Regulation.

2. WHAT IS PERSONAL DATA?

All information that relates to a specific or determinable person. A person is determinable if he or she can be identified directly or indirectly. This can occur through, for example, assignment to an identifier such as a name, to an identification number, to location data, to an online identifier or to one or more special features.

3. BASIC INFORMATION

3.1 Who is responsible for processing of my data?

Responsibility for data processing lies with

Starcke GmbH & Co. KG
Markt 10
49324 Melle

3.2 How can I contact you?

Contact: Mr Böhm
Tel.: 05422 966 0

3.3 Which authority is responsible for control and compliance with data protection law?

Responsible data protection supervisory authority
Data Protection Officer for Lower Saxony
Prinzenstrasse 5, 30159 Hanover
Telephone: +49 (0511) 120 45 00
Email: poststelle@fd.niedersachsen.de

3.4 How can I reach the Data Protection Officer of the company?

The Data Protection Officer of our company is Mr Carsten Bruns. The Data Protection Officer can be reached as follows:

SK-Consulting Group GmbH
Osterweg 2
32549 Bad Oeynhausen
Email: datenschutz@SK-consulting.com
Telefon: 05731 / 4906430
Fax: 05731 / 4906458

4. FURTHER IMPORTANT INFORMATION

4.1 Why does the company process my data, and where does this data come from?

We process data we have received from you

- to provide you with the content of our website,
- to optimise our website.

4.2 Which data is collected from me that I have not provided directly?

Data transmitted by your browser as a standard feature is used to optimise the website.

- IP address (the address from which you send your inquiry)
- Referrer (the previously visited website)
- Requested website or file
- Browser type and browser version

- Operating system used
- Type of device used
- Time of accessing

4.3 Why is the company permitted to process my data?

Applicable data protection law (= EU General Data Protection Regulation) permits the processing of your data (= personal data) for

- the provision of website content pursuant to Art. 6 (1) lit. b GDPR (contract initiation)
- website optimisation, power check, gas price calculator and creditworthiness test, if we have a legitimate interest and can assume that you have no serious objections (legitimate interest pursuant to Art. 6 (1) lit. f GDPR).

4.4 In which statistics is the data transmitted by my browser used?

The following anonymised (= without personal reference) statistics are created:

- Visitor numbers: Visitors, sessions, webpage views and search engine robots.
- Visitor behaviour: Duration per session, webpage views per session and bounce rate.
- Webpage analysis: Entry pages, exit pages, error pages, most visited pages, pages with a high bounce rate and search terms.
- Pages of origin: All pages of origin and referrers.
- Visitor locations
- Browsers & systems: Browsers, browser versions, operating systems and operating system versions

Cookies, IP address, anonymised usage analysis

Cookies are used on certain pages without our being able to inform you.

You can deactivate the saving of cookies in your browser or configure your browser so that cookies are only stored for the duration of the respective connection to the internet.

Stored data is evaluated anonymously and exclusively for optimisation of the internet offering.

Use of Google Analytics

This website uses Google Analytics, a web analysis service provided by Google Ireland Limited ("Google"). Google Analytics uses so-called cookies. Cookies are text files placed on your computer to aid analyse of your use of the website. These are cookies from Google itself (Google Analytics cookies) and so-called third-party cookies (double-click cookies). Information generated by the cookie about your use of this website is generally transmitted to a Google server in the United States and stored there. However, if IP anonymisation is activated on this website, Google will shorten your IP address beforehand within member states of the European Union or in other signatory states to the Agreement on the European Economic Area. Only in exceptional cases is the full IP address transmitted to a Google server in the United States and shortened there. Google uses this information on behalf of the website operator to evaluate your use of the website, compile reports on website activity and provide the website operator with other services relating to website activity and internet usage, in particular functions for display advertising such as Google Analytics reports on performance according to demographic characteristics and interests. Google may transmit this information to third parties where it is required to do so by law, or where third parties process this data on behalf of Google. In the Google Analytics reports on performance according to demographic characteristics and interests, data obtained from Google via interest-related advertising and visitor data from third parties (e.g. age, gender and interests) is used. Google will not associate your IP address with any other data held by Google. You may prevent the saving of cookies by selecting the appropriate settings in your browser. However, please note that if you do this you may not be able to use the full functionality of this website. You can also prevent collecting of the data generated by the cookie and relating to your use of the website (including your IP address) by Google and processing of this data by Google by downloading and installing the browser plug-in available through the following link [<http://tools.google.com/dlpage/gaoptout?hl=de>].

Use of SalesViewer® technology:

Based on the legitimate interests of the website operator (Art. 6 (1) lit. f GDPR), data on this website is collected and stored for marketing, market research and optimisation purposes using SalesViewer® technology from SalesViewer® GmbH.

It uses javascript-based code to collect and use business-related information. Data collected using this technology is encrypted using a non-invertible, one-way function (hashing). The data is immediately pseudonymised and not used to personally identify the visitor to this website.

Data collection and storage may be objected to at any time with effect for the future by clicking the link <https://www.salesviewer.com/opt-out> to prevent collection by SalesViewer® within this website in future. An opt-out cookie for this website is stored on your device as a result. If you delete your

cookies in this browser, you will need to click this link again.

4.5 Who can obtain data from me?

In the context of processing, your data may be transmitted to the following:

- People within our company who are directly involved in data processing
- Service providers who are under contract and bound to secrecy and who realise data processing subtasks
- External companies, if this is necessary. *Examples are postal service providers for delivery of letters*

4.6 Will you transfer data from me to countries outside the European Union?

We do not plan to do this.

4.7 How long will you store my data?

We store your data for as long as we need it to achieve the purposes outlined in 4.1 above. However, there are legal regulations (e.g. Section 147 of the German Fiscal Code) which oblige us to keep certain documents for six or ten years. We delete data that is no longer required after expiry of the retention period.

4.8 Do I have to make my data available?

If the reasons described in 4.1 are to be achieved, it is necessary for you to provide us with your personal data.

This is absolutely necessary and also a legal requirement to conclude and perform the contract with you. We cannot conclude any contract with you in the event of non-provision.

In the event of complaints, you can contact the competent supervisory authority at any time. The supervisory authority mentioned in 3.3. is responsible for our company.

You have the right to an effective judicial remedy, pursuant to Article 78 GDPR against a supervisory authority and pursuant to Article 79 GDPR against our company.

4.9 Automated decision-making / profiling

Automated decision-making does not take place.

5. WHAT RIGHTS DO I HAVE?

5.1 Note regarding your rights

As a data subject, you have, inter alia, the following rights under the General Data Protection Regulation (hereinafter also referred to as “data subject rights”):

5.2 Right of access (pursuant to Article 15 GDPR)

You have the right to request information about whether we process personal data concerning you or not. When we process personal data from you, you are entitled to know

- why we process your data (see also 4.1);
- what types of data concerning you we process;
- which type of recipients receive or should receive data from you (see also 4.3);

- how long we will store your data; if an indication of the storage duration is not possible, we must inform you of how the retention period will be determined (e.g. after expiry of statutory retention periods) (see also 4.7);
- that you have a right to rectification and erasure of your data, including the right to restriction of processing and/or the possibility to object (see also 5.2, 5.3 et seq. in this respect);
- that you have a right of complaint to a supervisory authority;
- where your data comes from, if we did not collect it directly from you;
- whether your data will be used for an automated decision and, if so, to find out what logic the decision is based on and what repercussions and implications the automated decision can have for you.
- that, if data concerning you is transmitted to a country outside the European Union, you are entitled to information as to whether and, if so, on the basis of which guarantees an adequate level of security on the part of the data recipient has been ensured;
- that you have the right to request a copy of your personal data. Data copies are always provided in electronic form.
The first copy is free of charge, but additional copies may require payment of a reasonable fee. A copy can only be provided if the rights of other persons are not infringed.

5.3 Right to rectification of data (pursuant to Article 16 GDPR)

You have the right to demand the rectification of your data by us if it is incorrect and/or incomplete. This right also includes the right to completion through supplementary statements or communications. A correction and/or supplement must be made without undue delay.

5.4 Right to erasure of personal data (pursuant to Article 17 GDPR)

You have the right to demand the erasure of your personal data by us if

- the personal data is no longer required for the purposes for which it was collected and processed.
- data processing occurs on the basis of your consent and you have revoked this consent; however, this does not apply if another legal permission for data processing exists;
- you have lodged an objection to data processing, the legal authorisation for which is in the so-called "legitimate interest" (pursuant to Article 6 (1) (e) or (f)); erasure does not have to take place if there are legitimate reasons for further processing;
- you have lodged an objection to data processing for direct advertising purposes;
- your personal data has been processed unlawfully;
- data concerning a child is involved which has been collected for information society services (= electronic service) on the basis of the consent (pursuant to Art. 8 (1) GDPR).

A right to erasure of personal data does not exist if

- the right to freedom of expression and information conflicts with the request for erasure;
- processing of personal data is necessary
 - to fulfil a legal obligation (e.g. statutory retention requirements),
 - to perform public duties and interests under applicable law (including "public health") or
 - for archiving and/or research purposes;
- the personal data is required to assert, exercise or defend legal claims.

Erasure must be realised immediately (without undue delay). If personal data has been made public by us (e.g. on the internet), we must ensure, in as far as is technically possible and reasonable, that other data processors are also informed about the erasure request, including the erasure of links, copies and/or replications.

5.5 Right to restriction of processing (pursuant to Article 18 GDPR)

You have the right to restrict the processing of your personal data in the following cases:

- If you have disputed the accuracy of your personal data, you may request of us that your data not be used elsewhere for the duration of verification of accuracy, thereby restricting its processing.

- In the event of unlawful data processing, you can demand the restriction of data usage instead of data erasure;
- If you need your personal data to assert, exercise or defend legal claims, but we no longer need your personal information, you may require us to restrict processing to the legal assertion purposes;
- If you have lodged an objection against data processing pursuant to Art. 21 (1) GDPR (see also 5.7) and it is not yet clear whether our interests in processing outweigh your interests, you can demand that your data not be used for other purposes for the duration of the examination and, consequently, that its processing be restricted.

Personal data whose processing has been restricted on your request may, subject to storage, only be processed

- with your consent,
- to assert, exercise or defend legal claims,
- to protect the rights of other natural or legal persons, or
- for reasons of important public interest.

Should a processing restriction be lifted, you will be informed in advance of this.

5.6 Right to data portability (pursuant to Article 20 GDPR)

You have the right to request the data you have provided us with from us in a common electronic format (as a PDF document).

You may also require us to transfer this information directly to another company (defined by you), provided this is technically possible for us.

The prerequisite for you possessing this right is that processing should take place on the basis of consent or for the performance of a contract (see 4.2) and is realised with the aid of automated procedures.

The exercise of the right to data portability does not infringe the rights and freedoms of others

If you exercise the right to data portability, you also continue to have the right to data erasure pursuant to Article 17 GDPR.

5.7 Right to object to certain kinds of data processing (pursuant to Article 21 GDPR)

If your data is processed in observation of duties in the public interest or observation of legitimate interests (see 4.2), you may object to this processing. You must explain the reasons for your objection arising from your particular situation to us in this respect. This can be, for example, special family circumstances or legitimate confidentiality interests.

In the event of an objection, we must refrain from any further processing of your data for the purposes specified in 4.1, unless

- there are compelling, legitimate grounds for processing that outweigh your interests, rights and freedoms, or
- processing is necessary for the assertion, exercise or defence of legal claims.

You may object to the use of your data for the purpose of direct advertising at any time. This also applies to profiling, insofar as it is connected with direct advertising. In the event of an objection, we may no longer use your data for direct advertising purposes.

5.8 Prohibition of automated decision-making / profiling (pursuant to Article 22 GDPR)

Decisions made by us that have legal consequences or significantly affect you must not be based solely on automated processing of personal data. This also includes profiling. This prohibition does not apply if automated decision-making

- is required for the conclusion or fulfilment of a contract with you,
- is permitted by law, if such legislation contains reasonable measures for the protection of your rights and freedoms and your legitimate interests, or
- with your express consent.

Decisions that are based exclusively on automated processing of *special categories of personal data* (= sensitive data) are only permitted if based on

- your express consent or
- there is a significant public interest in processing

and appropriate measures have been taken to protect your rights and freedoms and your legitimate interests.

5.9 Exercising of the rights of the data subject

To exercise the rights of the data subject, please contact the office mentioned under 3.2. Inquiries submitted electronically are usually answered electronically. Information, communications and measures to be provided pursuant to the GDPR, including the exercise of the rights of the data subject, are generally provided free of charge. Only in the case of manifestly unfounded or excessive claims are we entitled to levy an appropriate fee for processing or to refrain from taking action (pursuant to Article 12 (5) GDPR).

If reasonable doubts exist concerning your identity, we may request additional information from you for identification purposes. If identification is not possible for us, we are entitled to refuse to process your request. We will insofar as possible notify you separately about the absence of a possibility for identification (see Articles 12 (6) and 11 GDPR).

Information and disclosure requests are usually processed without delay within one month of receiving the request. The deadline may be extended by a further two months, insofar as consideration of the complexity and/or number of requests is necessary. In the event of an extension, we will inform you of the reasons for the delay within one month of receiving your request. If we fail to act upon a request, we will notify you promptly of the reasons for such a failure within one month of receipt of the request and inform you of the possibility to lodge a complaint with a supervisory authority or seek a judicial remedy (see Article 12 (3) and (4) GDPR).

Please note that you can only exercise your rights as a data subject in the context of limitations and restrictions provided for by the Union or member states (Article 23 GDPR).