

HKS Data Protection Declaration

Responsible:

Company: HKS Systeme GmbH
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Last updated: 17.04.2018

1. Basic information on data processing and legal bases

- 1.1. This data protection declaration elucidates the purpose and the extent as to which personal data is processed in the course of running this website with all its content, functions, and services. This declaration applies regardless of the domain, systems, platforms and devices (desktop or mobile) on which the website and its content is accessed.
- 1.2. The terminology used in this declaration refers to the definitions stated in Art. 4 GDPR.
- 1.3. In the course of running this website, we process inventory data (name, surname), contact data (E-Mail, phone number), as well as content data (entries in contact forms).
- 1.4. The term “user” includes users, website visitors, recipients for marketing measures, and other interested parties.
- 1.5. We process personal data in compliance with data protection legislation. Accordingly, legal permission (explicit consent) is necessary in order to process data, especially when data processing is a prerequisite for rendering contractual services and taking on business.

2. Security measures

- 2.1. We take organizational, contractual and technical state-of-the-art security measures to comply with data protection laws and to secure processed data against manipulation, loss, destruction, or the access of unauthorized persons.
- 2.2. Security measures includes encrypted data transmission between your browser and our server.

3. Transmission of data to third parties

- 3.1. Data is only transmitted to third parties within the framework of existing legislation. We only transmit user data to third parties if it is crucial to fulfilling contractual obligations towards the users.

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- 3.2. Whenever we use subcontractors to provide our services, we take legal precautions as well as technical and organizational measures to ensure the safety of personal data in accordance with the relevant provisions.
 - 3.3. If, under this declaration, contents, tools, or other means from providers and suppliers other than HKS Systeme GmbH are used (third-party providers), and if these third-party providers are headquartered in a third country, it can be expected that data is transmitted there. Third countries are those where the GDPR is not applicable, which are generally countries outside the EU or the EEC. Data is only transmitted to third countries if the data subject has given consent to the processing of his or her personal data or if there is legal permission.

4. Making contact

- 4.1. Making contact with us via E-Mail or by using the contact form, user data will be processed in accordance with Art. 6 sec. 1 lit. b) GDPR in order to reply to any queries.
- 4.2. User details can be saved into our customer relationship management system ("CRM System") or any comparable system.
- 4.3. We use Microsoft Dynamics CRM, run by Microsoft Deutschland GmbH (Walter-Gropius-Straße 5, 80807 München), for an efficient and quick processing of user requests. We have concluded a contract with Microsoft containing standard contractual clauses, by which Microsoft undertakes to process user data according to our directives and to comply with EU data protection guidelines. Furthermore, Microsoft is privacy shield certified, ensuring the compliance with European data protection laws.
<https://www.privacyshield.gov/participant?id=a2zt0000000KzX1AAK&status=Active>

5. Collecting access data and logfiles

- 5.1. Based on our legitimate interests according to Art. 6 sec. 1 lit. f. GDPR, we collect data and create server logfiles that contain each access to the host server running this service, stating the name of the accessed website, as well as date and access time, the quantity of transmitted data, a report on the success of data retrieval, the browser type and version, the user's operating system, the previously visited website, the IP address and the provider.
- 5.2. For safety reasons (e.g. to resolve fraudulent or improper use), logfile information is stored for the maximum of seven days before being deleted, except for data which serve as evidence and therefore must be stored until final clarification.

6. Cookies & range measurement

- 6.1. Cookies are files or pieces of information transmitted from our webserver or a third party webserver to the user's web browser and stored on your computer for future retrieval.
- 6.2. This declaration informs users about the use of cookies for the purpose of pseudonymous range measurement.
- 6.3. Cookies we use:
 - fe_typo_user
This cookie allows for aggregation of user queries within one session, enabling users to stay logged-in and access all pages that require a login. The cookie is set by Typo3 content management system.

- **PHPSESSID**

This cookie saves your current session with regard to php-applications and thus ensures that all functions of the website that are based on the php programming language can be displayed in their entirety

6.4. If users do not want cookies to be stored on their computers, they are asked to deactivate the associated browser option. Saved cookies can be deleted from the computer via the web browser's system settings. Disabling cookies can lead to functional limitations of this website and its content.

6.5. You can opt out from cookies that are meant for range measurement and promotional purposes on the following websites:

<http://optout.networkadvertising.org/>

<http://www.aboutads.info/choices>

<http://www.youronlinechoices.com/uk/your-ad-choices/>

7. Newsletter

7.1. In the following paragraphs we inform you about the contents of our newsletters, the registration and dispatch procedure, as well as the statistical evaluation method and your right of objection. By subscribing to our newsletter, you agree to receiving e-mails and the mentioned procedures.

7.2. Content of the newsletters: We send newsletters, e-mails and other electronic notifications that contain promotional information only with the recipient's consent or legal allowance. If the contents of the newsletters are made clear during the registration, these contents are decisive for the consent. Our newsletters contain information on our products, promotions, and the company.

7.3. Double-Opt-In and logging: We have a "Double-Opt-In" subscription procedure. This means that you receive an e-mail that must be confirmed to successfully subscribe. This confirmation prevents subscription of external addresses that do not belong to the subscriber. We log the subscriptions to our newsletter to have proof and to comply with the legal requirements. The logfiles contain the exact time of subscription and e-mail verification as well as the IP address. Changes of your data stored by our newsletter service provider are logged as well.

7.4. Newsletter mailing is carried out by CleverReach GmbH & Co. KG, Mühlenstr. 43, 26180 Rastede, hereinafter referred to as "newsletter service provider". You can consult the CleverReach privacy policy here: <https://www.cleverreach.com/de/datenschutz/>.

7.5. The newsletter service provider can use recipients' data pseudonymously to optimize own services, such as the technical optimization of the mailing process or the scope presentation of the newsletter. Statistical data can be used to determine the recipients' countries. However, the newsletter service provider will neither pass on any user data to third parties, nor use these data to contact recipients by itself.

7.6. Credentials: to register for the newsletter, it is sufficient to state your e-mail address. Additionally (but optionally), we kindly ask you to state your name for personal address.

7.7. Statistical analyses: newsletters contain a "web-beacon" which is a pixel-sized file that is retrieved when the recipient opens the newsletter. Through this retrieval, technical information such as browser information, the recipient's operating system, IP-address and exact time of retrieval will be gathered. As stated earlier, this information can be used by the newsletter service provider to improve services and processes. The service provider can statistically evaluate the recipients' reading behaviors as well as their locations and retrieval time by means of the IP-addresses. It can be determined whether the newsletter has been opened and what links have been followed. Due to technical reasons, all the information can be attributed to individual recipients. However, neither the newsletter service provider nor we aspire to monitor

any individual users. The evaluations rather help tailor the content to the recipients' interests and reading behaviors.

- 7.8. The deployment of the newsletter service provider, data collection and statistical evaluation, as well as the logging of subscriptions are based on our legitimate interests according to Art. 6 sec. 1 lit. f. GDPR. Our interest is focused on a user-friendly and secure newsletter system that meets user expectations as well as our commercial interests.
- 7.9. Cancelling subscription: You can unsubscribe from this newsletter at any time. Thereby, you withdraw consent to statistically analyze your data and to dispatch newsletters to your e-mail address. A separate revocation from the dispatch or the statistical analyses is not possible. At the bottom of each newsletter, we provide you with an unsubscribe-link. If users have only subscribed to the newsletter, the cancellation of their subscription will be followed by the deletion of their personal data.

8. Integration of third-party content and services

Based on our legitimate interests according to Art. 6 sec. 1 lit. f. GDPR, we use third-party content and services, such as videos or fonts, on our website. This requires these third parties to detect the user's IP-address, which is a mandatory requirement for the display of this content on the user's browser. We strive to only use content from third parties that use the IP-addresses solely to transmit their content to the user's browser. Besides, third parties can use web-beacons for statistical or marketing purposes. By dint of those web-beacons, information such as the website traffic can be evaluated. Cookies can store the pseudonymous (technical) information about the browser and browser version, the operating system, referring websites, visit times, and other information related to the use of our website, on the user's device.

- 8.1. Below, you will find an overview of third-party providers and their contents, as well as links that lead to their privacy policies. These policies contain further information about the processing of data and opt-out possibilities.
 - External fonts from Monotype Inc., Monotype, 600 Unicorn Park Drive, Woburn, MA 01801, USA., <https://www.fonts.com/de> („Monotype Fonts“). The Monotype fonts are embedded through a server call at Monotype (usually in the U.S.) Data protection declaration: <https://www.monotype.com/de/rechtshinweise/datenschutzrichtlinie/>
 - Maps from “Google Maps”, provided by Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA. Data protection declaration: <https://www.google.com/policies/privacy/>, Opt-Out: <https://www.google.com/settings/ads/>.
 - External Code of the JavaScript-Frameworks “jQuery”, provided by jQuery Foundation, <https://jquery.org>.

9. Users' rights

- 9.1. On request, users must be given information free of charge about their personal data that have been stored in the course of using our services and visiting our website.
- 9.2. Additionally, users have the right to have false data corrected, to restrict processing of their personal data or have it deleted, lay claim to their right of data portability, and to file a complaint with the regulatory authority when assuming illegitimate data processing.
- 9.3. Users can revoke consents; revocations have immediate effect.

10. Deletion of data

- 10.1. Stored data will be deleted as soon as they are not required any longer for fulfilling their original purpose and if no regulations (such as retention requirements) contradict the deletion. If user data cannot be

deleted due to legal requirements (such as tax-based regulations), processing of these data will be restricted and thus not processed for any other purposes.

11. Right of objection

- 11.1. Users can opt out from the processing of personal data according to legislation, especially from the processing of these data for direct advertising.

12. Changes to this declaration

- 12.1. We reserve the right to change this data protection declaration in order to adapt it to changed legal situations or to changes in data processing. However, this only applies to declarations in terms of data processing. When user consent is mandatory or when parts of the data protection declaration contain provisions of the contractual relationship with the users, these changes can only be made upon users' approval.
- 12.2. The users are kindly asked to acquaint themselves with the content of this data protection declaration on a regular basis.