

## **1. Name and contact details of the person responsible for the processing of personal data and of the company data protection officer**

This data protection information sheet applies in relation to the processing of personal data by:

Responsible: CARL CLOOS SCHWEISSTECHNIK GMBH, Carl-Cloos-Strasse 1, 35708 Haiger, Tel.: +49 (0)2773/85-0, Fax: +49 (0)2773/85-275, E-Mail: info(at)cloos.de

The company data protection officer of Carl Cloos Schweisstechnik GmbH can be reached at the above address, for the attention of Mr Engelhardt, or at datenschutz@cloos.de

## **2. Collection and storage of personal data (including type and purpose of use)**

### **a) When visiting the website**

When accessing our website [www.cloos.de](http://www.cloos.de) the browser in use on your terminal device automatically sends information to our website server. This information is temporarily stored in a so-called log file. The following information is recorded without any action on your part and stored until automatically deleted:

- IP-address of the inquiring computer (anonymised),
- Date and time of access,

The browser in use and if applicable the operating system of your computer as well as the name of your access provider.

The data referred to above is processed by us for the following purposes:

- To warrant a smooth connection set-up to our website,
- To warrant comfortable use of our website,
- To evaluate the security and stability of the system as well as
- for other administrative purposes.

We process personal data in accordance with Art. 6 (1) S. 1 lit. f of the GDPR. Our justified interest is based on the purposes of our data collection listed above. In no event do we use the data collected to identify you.

In addition we advise that cookies and web analytics services are in use when visiting our website. Further details are available under clauses 4 and 5 of this data protection statement.

Your direct link to our privacy policy: <https://www.cloos.de/de-en/data-protection-according-to-gdpr>

### **b) Duration of the data retention period**

Your personal data is only processed and stored for such period as is necessary in order to fulfil pre-contractual measures and contractual and statutory duties.

Your personal data is deleted when it is no longer required for the purposes named above and there are no statutory storage obligations.

### **c) When subscribing to our newsletter**

Provided you have given us your express consent in accordance with Art. 6 (1) S. 1 lit. a of the GDPR we use your email address to send you regular newsletters. The naming of an email address is sufficient to receive the newsletter.

You can unsubscribe at any time, e.g. using a link which is at the end of every newsletter. Alternatively you can notify us of your wish to unsubscribe at any time by email which should be sent to the following email address: [datenschutz@cloos.de](mailto:datenschutz@cloos.de).

### **d) Use of our online contact form**

In order to clarify questions of any kind we offer you the opportunity to contact us using the contact form on our website. We require you to state your title, first name and surname, your postal address, a telephone number and a valid email address so that we know who asked the question and in order to answer the same. Further information can be given voluntarily.

The processing of data for the purpose of establishing contact with us occurs in accordance with Art. 6 (1) S. 1 lit. a General Data Protection Regulation (DSGVO) on the basis of your consent which was given voluntarily.

Any personal data collected by us when using the contact form will be automatically deleted once your enquiry has been dealt with.

### **e) When registering on the Portal myCLOOS**

When you register for our closed member area "myCLOOS" personal data is also recorded. We require you to state the name of your company, title, first name and surname, your postal address, a telephone number and a valid email address so that we know who asked the question and in order to answer the same. Further information can be given voluntarily. The data collected during registration is only used for the purpose of using the service. The user can be provided with information by email concerning data which is relevant to the service and its registration as well as to any changes to the service or technical circumstances.

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#### **f) Exchange of business cards at trade fairs, events and in the field**

When you provide us with your business card at trade fairs or events, we register the contact details electronically for the purpose of sending information electronically to interested parties and customers.

#### **g) Registration of contact data**

After we recorded your personal data as customer/supplier/interested party/sales partner according to the above mentioned letters a) to f), we will send you an e-mail with the contact data we gathered from as information and confirmation.

#### **h) Job applications**

We collect and process your personal data for processing your application for a current job vacancy or as unsolicited application. We process personal data in accordance with Art. 6 (1) S. lit. b - f GDPR and § 26 para 8 BDSG.

Our justified interest is based on the purposes of an application procedure.

We process your data during the application process and for a period of another six months after its completion. At the end of the six months, we will delete your data. This shall not apply if deletion is not permitted by legal provisions, if a longer storage is necessary as evidence if you explicitly permitted the longer storage.

Your data is only forwarded to the relevant internal positions and departments of Cloos which are in charge for the concrete application process. Your application data is not otherwise used or disclosed to third parties.

Please contact us if you wish an encrypted transmission of your application.

If it is not possible to offer you a vacancy at present but if, based on your profile, we gain the impression that your application could also be interesting for future vacancies, we will store your personal application data for 12 months provided that you explicitly agree to such a storage and use.

Your direct link to our privacy policy: <https://www.cloos.de/de-en/data-protection-according-to-gdpr>

### 3. Disclosure of data

We do not transmit your personal data to third parties other than in the following circumstances.

We only disclose your personal data to third parties when:

- You have expressly consented thereto in accordance with Art. 6 (1) S. 1 lit. a GDPR
- In accordance with Art. 6 (1) S. 1 lit. f GDPR disclosure is necessary to assert, exercise or defend legal rights and there is no reason to believe that you have an overriding interest warranting protection against disclosure of your data,
- There is an obligation by law to disclose the data in accordance with Art. 6 (1) S. 1 lit. c GDPR as well as
- Disclosure is permitted by law and in accordance with Art. 6 Abs. 1 S. 1 lit. b General Data Protection Regulation (DSGVO) is necessary to execute the contract or to implement pre-contractual measures.

### 4. Cookies

We use cookies on our website. Cookies are small files which are automatically generated by your browser and which are stored on your terminal device (e.g. laptop, tablet, smartphone) when visiting our website. Cookies do not cause any damage to your terminal device. They do not contain viruses, Trojans or any other malicious software.

The cookie stores information which is produced in conjunction with the terminal device in use. This does not mean that we can identify you as a result.

On the one hand the use of cookies helps us to make the use of our website more comfortable for you. We use so-called session cookies, in order to ascertain whether you have previously visited our website. These are automatically deleted after you have left the website.

In addition we also use temporary cookies in order to optimise the ease of use of our website, which are stored on your terminal device for a certain period of time. If you re-visit our website in order to make use of our services again, it will automatically be detected that you have already visited our site and which entries and settings you have made so that you need not re-enter the same.

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On the other hand we use cookies in order to statistically record the use of our website and evaluate the same for the purpose of optimising our service to you (see clause 5). In the event of a repeated visit to our website, these cookies allow us to detect automatically that you have already visited us. These cookies will be deleted automatically after a defined period of time.

The data processed by the cookies for the purposes set out aforesaid are necessary to preserve our legitimate interests and those of third parties in accordance with Art. 6 (1) S. 1 lit. f General Data Protection Regulation (DSGVO).

Most browsers accept cookies automatically. You can configure your browser so that no cookies are automatically stored on your computer or that a notice appears before a cookie is created. In the event that cookies are fully deactivated you may not be able to use fully all functions offered by our website.

## 5. Analytical Tools

### a) Tracking Tools

The following tracking measures are implemented by us in accordance with Art. 6 Abs. 1 S. 1 lit. f GDPR. Such tracking measures are implemented in order to ensure that our website is in conformity with the requirements of its users and is continually optimised. We also implement tracking measures to statistically record the use of our website and to evaluate the same for the purpose of improving our service. These are justified interests within the meaning of the statutory provision referred to aforesaid.

The data processing purpose and data categories can be taken from the respective tracking tool.

### Google Analytics

Google Analytics is a web analysis service offered by Google Inc. (<https://www.google.de/intl/de/about/>) (1600 Amphitheatre Parkway, Mountain View, CA 94043, USA; hereinafter „Google“). When in use the service creates pseudonymised user profiles and uses cookies (see clause 4). The information created by the cookie as regards your use of the website including

- Browser type/version,
- The operating system in use,
- Referrer URL (of the website last visited),
- Host name of accessing computer (IP-Address),
- Time of the server request,

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is transmitted to and stored on a Google server in the USA. This information is used to evaluate the use of the website, to compile reports on website activity and to provide further services in conjunction with the use of website and the internet for the purpose of market research and a needs based design of the website. This information is also transmitted to third parties if statutory or if such third parties process data on instruction. In no event your IP address will be linked to other Google data. The IP addresses are anonymised so that a link is not possible (IP-masking).

You can prevent the installation of cookies through the use of a corresponding setting of your browser software; we advise however that in such case not all functions of the website can be used in their entirety.

Furthermore you can prevent the collection of the data generated by the cookie concerning your use of the website (including your IP address) as well as the processing of this data by Google by downloading and installing a browser add-on (<https://tools.google.com/dlpage/gaoptout?hl=de>).

By way of alternative to the browser add-on, particularly for browsers in use with mobile terminal devices, you can prevent the recording of data by Google Analytics by clicking the above link. An opt-out cookie will be placed on your device which prevents future collection of your data when visiting this website. The opt-out cookie only functions in conjunction with the browser concerned and our website and is placed on your terminal device. If you delete the cookies in your browser, you will have to replace the opt-out cookie.

Further information concerning data protection in conjunction with Google Analytics is available at the Google Analytics Helpdesk (<https://support.google.com/analytics/answer/6004245?hl=de>).

## **6. Use of Google Web fonts**

External fonts - Google Fonts – are used on this website. Google Fonts is a service provided by Google Inc. ("Google"). The integration of these web fonts occurs by server call, usually a call on the server of Google in the USA which transmits information to our server as to which websites you have already visited. The browser IP address of the user's terminal device used to visit the websites is also recorded by Google. Further information can be obtained from Google from the following address:

[www.google.com/fonts#AboutPlace:about](http://www.google.com/fonts#AboutPlace:about)

[www.google.com/policies/privacy/](http://www.google.com/policies/privacy/)

Your direct link to our privacy policy: <https://www.cloos.de/de-en/data-protection-according-to-gdpr>

## 7. Protection Rights

You have the right:

- in accordance with Art. 15 GDPR to obtain confirmation as to whether or not your personal data is being processed by us. In particular you have the right to obtain information concerning the purposes of the processing, the categories of the personal data concerned, the categories of recipients to whom the personal data has been or will be disclosed, the envisaged period for which the personal data will be stored. You also have the right to request rectification or erasure of your personal data or restriction of the processing of your personal data, to lodge a complaint, to obtain information as to the source of personal data not collected from us and to the existence of an automated decision-making process, including profiling, as well as meaningful information about the logic involved;
- In accordance with Art. 16 GDPR to have inaccurate or incomplete personal data concerning you rectified or completed without undue delay;
- In accordance with Art. 17 GDPR to obtain the erasure of your personal data which is stored by us except where the processing is necessary for exercising the right of freedom of expression and information, for compliance with a legal obligation or for the performance of a task carried out in the public interest or for the establishment, exercise or defence of legal claims;
- In accordance with Art. 18 GDPR to obtain the restriction of the processing of your personal data where the accuracy of the personal data is contested, the processing is unlawful and you oppose the erasure of the personal data and where we no longer need the personal data but they are required by you for the establishment, exercise or defence of legal claims or you have objected to processing pursuant to Art. 21 GDPR;
- In accordance with Art. 20 General Data Protection Regulation (GDPR) to receive your personal data which you have provided to us, in a structured, commonly used and machine-readable format or to have the data transmitted to another controller;
- In accordance with Art. 7 para 3 GDPR to withdraw your consent at any time with the result that we are no longer permitted to continue to process the data to which you previously consented and
- In accordance with Art. 77 GDPR to lodge a complaint with a supervisory authority. In general the complaint can be lodged with the supervisory authority in the place of your habitual residence, your place of work or our company's registered office.

Your direct link to our privacy policy: <https://www.cloos.de/de-en/data-protection-according-to-gdpr>

## **8. Right to object**

Insofar as your personal data is processed for the purposes of legitimate interests in accordance with Art. 6 (1) S. 1 lit. f GDPR you have the right to object to the processing of your personal data in accordance with Art. 21 General Data Protection Regulation (DSGVO) on grounds relating to your particular situation or where your data is processed for direct marketing purposes. Concerning the latter your right to object is a general right which will be implemented by us without you specifying particular grounds.

If you wish to exercise your right to object an email to [datenschutz@cloos.de](mailto:datenschutz@cloos.de) will suffice.

## **9. Data security**

During your visit to our website we use the popular Secure Socket Layer process in conjunction with the highest encryption supported by your browser. Generally this is a 256 Bit encryption. Where your browser does not support a 256 Bit encryption, we use the 128 Bit v3 technology. You can see whether the transmission of individual pages of our website are encrypted via the closed representation of the bowl or padlock icon in the bottom status bar of your browser.

A part from the above we use appropriate technical and organisational security measures in order to protect your data from random or wilful manipulation, partial or total loss, destruction or unauthorised third party access. Our security measures are continually improved in line with technical developments.

## **10. Current version and changes to this data protection statement**

This current version of this data protection statement is as of November 2018.

The further development of our website and the services it provides or legal or regulatory requirements may necessitate changes to this data protection statement. The respective current version of data protection statement can be accessed and printed off from our website at <https://www.cloos.de/de-en/data-protection-according-to-gdpr>.

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