

Privacy policy

We are pleased that you are visiting our website. The protection and security of your personal information when using our website is very important to us. We would therefore like to inform you at this point which of your personal data we collect when you visit our website and for what purposes it is used. Personal data is individual information about personal or factual circumstances of a specific or identifiable natural person (data subject), e.g. name, address, e-mail addresses, user behaviour. This is data with which we can identify you. In addition, you will also find information on data processing processes outside of this website (e.g. video conferences or newsletters).

Person responsible for data processing

Responsible

for the processing of personal data within the meaning of the EU General Data Protection Regulation (GDPR)

tetys GmbH & Co KG
Kackertstraße 10
52072 Aachen
DE
0241 88 93 00
info@tetys.de

Data Protection Officer

exkulpa gmbh
Waldfeuchterstr. 266
52525 Heinsberg
Phone: 02452 / 99 33 11
E-mail: datenschutz@tetys.de

General

This privacy statement complies with the legal requirements for transparency in the processing of personal data. This is any information relating to an identified or identifiable natural person. This includes, for example, information such as your name, age, address, telephone number, date of birth, email address, IP address or user behaviour when visiting a website. Information for which we cannot (or can only with disproportionate effort) establish a link to your person, e.g. through anonymisation, is not personal data. The processing of personal data (e.g. collection, retrieval, use, storage or transmission) always requires a legal basis and a defined purpose.

Stored personal data are deleted as soon as the purpose of the processing has been achieved and there are no legitimate grounds for further retention of the data. We will inform you in the individual processing operations about the specific storage periods or criteria for storage. Irrespective of this, we store your personal data in individual cases for the assertion, exercise or defence of legal claims and if there are statutory retention obligations.

Information according to Art. 13 GDPR

This information is intended for customers, interested parties, suppliers and employees. Your personal data will be processed by us for the following purposes:

- To fulfil our contractual obligations to you (Art. 6 para. 1 lit. b GDPR).
- To carry out pre-contractual obligations (Art. 6 para. 1 lit. b GDPR).
- To respond to enquiries (Art. 6 para. 1 lit. b GDPR).
- If you have given us your consent to process your personal data for certain purposes (for example, to receive our newsletter), the data processing is based on your consent (Art. 6 para. 1 lit. a GDPR).
- To fulfil legal obligations to which our company is subject (Art. 6 para. 1 lit. c GDPR).
- To the extent necessary, we also process your data to protect our legitimate interests, in particular to assert legal claims and defend ourselves in legal disputes or to ensure IT security, to consult and exchange data with credit agencies to determine creditworthiness and default risks, for direct advertising and market research insofar as you have not objected to the use of your data for this purpose, for measures to manage business and further develop services and products, for measures to optimise products and sales, for measures to manage risk, to prevent or investigate criminal offences (Art. 6 para. 1 lit. f GDPR).

Categories of recipients of personal data

Within our company, only those employees have access to the data who absolutely need it to perform their tasks (need-to-know principle). Individual processes and services are carried out by carefully selected service providers who are based within the EEA and who comply with data protection regulations. If service providers commissioned by us receive access to personal data when performing your services, order processing agreements have been concluded with them in accordance with Art. 28 (3) GDPR.

Duration of data storage

The data processed by us is stored for the duration of the existence and processing of the contractual relationship and in compliance with statutory retention periods. These are, in particular, retention obligations under commercial and tax law in accordance with the German Commercial Code (HGB) and the German Fiscal Code (AO). The regular retention and documentation periods are up to ten years. If there is no contractual relationship, we only process the data for as long as the specific purpose requires.

Your data subject rights

As a data subject, you have the following rights with regard to the personal data concerning you:

- Right to information about the data we process about you.
- Right to rectification or deletion if incorrect, out of date or unlawfully collected by us.
- Right to restriction of processing if complete deletion is not possible, e.g. because we have to comply with statutory retention obligations.
- Right to object to processing where the data processing is based on a balance of interests (the so-called legitimate interest), as described above under "Purpose of the processing". This is the case if the processing is in particular not necessary for the performance of a contract

with you. When exercising your right to object, we ask you to explain the reasons why we should not process your data as we have done.

Of course, you can also object to the processing of your personal data for advertising purposes at any time. To do so, send your objection to our address given in the imprint or write us an e-mail to the address given in the imprint.

- Right of revocation if you have given us consent to process your data. You can assert your right of revocation against our company at any time without giving reasons. To do so, please contact us at the address given in the imprint.
- In addition, you have the right to complain to a data protection supervisory authority about the processing of your personal data by our company.

If you have any questions regarding data protection, please contact us by e-mail at the address given in the imprint.

Cookies

Cookies are small text files that are sent by us to the browser of your end device when you visit our website and are stored there. As an alternative to the use of cookies, information can also be stored in the local storage of your browser. Some functions of our website cannot be offered without the use of cookies or local storage (technically necessary cookies). Other cookies, however, enable us to carry out various analyses, so that we are able, for example, to recognise the browser you are using when you visit our website again and to transmit various information to us (non-essential cookies). With the help of cookies, we can, among other things, make our website more user-friendly and effective for you, for example by tracking your use of our website and determining your preferred settings (e.g. country and language settings). If third parties process information via cookies, they collect the information directly via your browser. Cookies do not cause any damage to your end device. They cannot execute programs or contain viruses.

We provide information about the respective services for which we use cookies in the individual processing operations. Detailed information on the cookies used can be found in the cookie settings or in the Consent Manager of this website.

Your rights

Under the conditions of the statutory provisions of the General Data Protection Regulation (GDPR), you have the following rights as a data subject:

- **Information** pursuant to Art. 15 GDPR on the data stored about you in the form of meaningful information on the details of the processing as well as a copy of your data;
- **Correction** according to Art. 16 GDPR of incorrect or incomplete data stored by us;
- **Deletion** pursuant to Art. 17 GDPR of the data stored by us, insofar as the processing is not necessary for the exercise of the right to freedom of expression and information, for the fulfilment of a legal obligation, for reasons of public interest or for the assertion, exercise or defence of legal claims;
- **Restriction of processing** pursuant to Art. 18 GDPR, insofar as the accuracy of the data is disputed, the processing is unlawful, we no longer need the data and you object to their deletion because you need them for the assertion, exercise or defence of legal claims or you have objected to the processing pursuant to Art. 21 GDPR.

- **Data portability** pursuant to Art. 20 GDPR, insofar as you have provided us with personal data within the scope of consent pursuant to Art. 6 Para. 1 lit. a GDPR or on the basis of a contract pursuant to Art. 6 Para. 1 lit. b GDPR and these have been processed by us with the aid of automated procedures. You will receive your data in a structured, common and machine-readable format or we will transfer the data directly to another responsible party, insofar as this is technically feasible.
- **Objection** according to Art. 21 GDPR against the processing of your personal data, insofar as this is carried out on the basis of Art. 6 Para. 1 lit. e, f GDPR and there are reasons for this which arise from your particular situation or the objection is directed against direct advertising. The right to object does not exist if overriding compelling legitimate grounds for the processing can be demonstrated or the processing is carried out for the assertion, exercise or defence of legal claims. Where the right to object does not exist for individual processing operations, this is indicated there.
- **Revocation** pursuant to Art. 7 (3) GDPR of your consent with effect for the future.
- **Complain to** a supervisory authority pursuant to Art. 77 GDPR if you believe that the processing of your personal data violates the GDPR. As a rule, you can contact the supervisory authority of your usual place of residence, your place of work or our company headquarters.

Data processing in detail

In the following, we inform you about the individual processing operations, the scope and purpose of the data processing, the legal basis, the obligation to provide your data and the respective storage period. An automated decision in individual cases, including profiling, does not take place.

Provision of the website

When you call up and use our website, we collect the personal data that your browser automatically transmits to our server. The following information is temporarily stored in a so-called log file:

- IP address of the requesting computer
- Date and time of access
- Name and URL of the retrieved file
- Website from which the access is made (referrer URL)
- Browser used and, if applicable, the operating system of your computer, as well as the name of your access provider.

Our website is not hosted by ourselves, but by a service provider who processes the aforementioned data on our behalf in accordance with Art. 28 GDPR for the purpose of providing the website.

The hoster is used for the purpose of contract fulfilment vis-à-vis our potential and existing customers (Art. 6 para. 1 lit. b GDPR) and in the interest of a secure, fast and efficient provision of our online offer by a professional provider (Art. 6 para. 1 lit. f GDPR).

We use the following hoster:

IONOS SE
Elgendorfer Str. 57
56410 Montabaur

Contact form

Nature and scope of the processing

When you send us enquiries (e.g. via contact form, e-mail or telephone), we store all data resulting from this (e.g. name, e-mail address, subject of the enquiry, etc.). We need this data to process your enquiry and to be able to answer follow-up questions. We do not pass on this data without your consent.

Purpose and legal basis

The processing of this data is based on Art. 6 (1) lit. b GDPR if your request is related to the performance of a contract or is necessary for the implementation of pre-contractual measures. Otherwise, the processing is based on our legitimate interest in the effective processing of the requests addressed to us (Art. 6 (1) (f) GDPR) or on your consent (Art. 6 (1) (a) GDPR) if you have given it beforehand.

Storage period

The data you enter in the contact form will remain with us until you request us to delete it, revoke your consent to store it or the purpose for storing the data no longer applies (e.g. after we have completed processing your enquiry). Mandatory legal provisions - in particular retention periods - remain unaffected.

Contact form for applicants

Nature and scope of the processing

You have the opportunity to apply to us on our website (e.g. by e-mail, post or via the online application form).

Purpose and legal basis

We process the personal data of applicants in accordance with the legal requirements for the purpose of processing the application procedure and carrying out pre-contractual measures within the meaning of Art. 6 para. 1 lit. b. GDPR and § 26 BDSG according to German law (initiation of an employment relationship) and - if you have given your consent - Art. 6 para. 1 lit. a GDPR. The consent can be revoked at any time. Your personal data will only be passed on within our company to persons who are involved in processing your application.

If the application is successful, the data submitted by you will be stored in our data processing systems on the basis of Section 26 BDSG and Art. 6 (1) lit. b GDPR for the purpose of implementing the employment relationship.

Storage period

Your data will be stored for a period of 6 months beyond the end of the application process. This is usually done to fulfil legal obligations or to defend against any claims arising from legal regulations.

We are then obliged to delete or anonymise your data. In this case, the data is only available to us as so-called metadata without direct personal reference for statistical evaluations (for example, proportion of women or men in applications, number of applications per period, etc.).

If it is evident that the data will be required after the 6-month period has expired (e.g. due to an impending or pending legal dispute), the data will only be deleted when the purpose for continued storage no longer applies.

Admission to the applicant pool

As part of the application process, we offer applicants the opportunity to be included in our "talent pool" for a period of 12 months on the basis of consent within the meaning of Art. 6 Para. 1 lit. a. GDPR to be included.

The application documents in the talent pool will be processed solely in the context of future job advertisements and the employee search and will be destroyed at the latest after the deadline. Applicants are informed that their consent to be included in the talent pool is voluntary, has no influence on the current application process and that they can revoke this consent at any time for the future.

If you receive an offer of employment with us as part of the application process and accept this, we store the personal data collected as part of the application process for at least the duration of the employment relationship.